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OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims January 10, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $870,351.00 on January 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
01/03/92	gross $191,031.67	net	136,665.21
01/03/92	Payroll taxes (electronic transfer)		56,724.33
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 01/03/92	#43470-43473		68,573.86
Dated 01/10/92	#43475-43590		87,931.00
Manual Checks(s)	#2958,2959,2960		520,510.50
Less VOIDS: #42411			(53.90)
Accounts Payable Check Batches Subtotal:			676,961.46
Grand Total		$	870,351.00

Mr. McMahan, Mr. Coleman, Mr. Andorfer, and Mrs. Riley approved and signed the register of claims as presented by the director.

Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 23, 1992
3:00 p.m. - Shawnee Branch Library

1. Roll call.
2. Adoption of the agenda.
3. Approval of minutes - regular meeting of December 30, 1991, and meeting for approval of claims of January 10, 1992.
4. Resolution No. 1992-1, "Resolution Commending Alan McMahan for Distinguished Service as President of the Board of Library Trustees."
5. Financial report for December, 1991.
6. Approval of claims.
7. Report of director.
8. Committee reports.
9. Personnel.
10. Appointment of committees for 1992.
11. Resolution No. 1992-2, "Resolution to Carry Forward Certain Encumbrances to 1992."
12. Resolution No. 1992-3 "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations."
13. Report on Television equipment and supplies bids.
14. Joint promotional activity proposal.
15. Approval of 1992 board meeting calendar.
16. Other business.
17. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of January 23, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January 23, 1992, at 3:00 p.m. at Shawnee branch library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, Ms. Knox, and Mr. McMahan.

Absent: Mrs. Koehlinger, Mr. Coleman.

Mr. McMahan was elected Secretary Pro Tempore.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. McMahan, the minutes of the regular meeting of December 30, 1991, and the minutes of the approval of claims of January 10, 1992, were approved.

RESOLUTION COMMENDING ALAN MCMAHAN FOR DISTINGUISHED SERVICE

Mrs. Riley moved the adoption of Resolution No. 1992-1, "Resolution Commending Alan McMahan for Distinguished Service as President of the Board of Library Trustees." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for December, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires	$0.00

Payroll			
	01/17/92 gross 191,039.38	net	137,045.71
	01/17/92 Payroll taxes (elect. transfer)		56,872.98
Accounts Payable Check Batches			
	(See "Vendor Check History" for detail of total)		
	Dated 01/17/92	#43592-43601	103,888.21
	Dated 01/24/92	#43603-43758	153,989.41
	Manual Check (s)	#2961	534.00
	Less VOIDS:		0.00)
Accounts Payable Check Batches Subtotal:			258,411.62
Grand Total			$ 452,330.31

REPORT OF DIRECTOR

Mr. Krull read a letter from Reid Chapman, executive director of the Northeast Indiana Radio Reading Service, expressing appreciation for the library's past and continuing support of NEIRRS.

The final reports of the long range planning task forces have been completed. The board and staff Long Range Planning Committees will now draw on the task force reports in developing system-wide goals and strategies for achieving those goals.

Several staff members have been testing dial-in access to the library's online public access catalog. Some minor technical problems have been resolved and dial-in access will soon be available to the public.

A pilot project to link a Fort Wayne high school to the online catalog is also being studied. The board cautioned that cost projections and cost sharing arrangements should be thoroughly studied before any major commitments are made.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of December and the year to date.

PERSONNEL

On motion of Mr. McMahan, the following personnel actions were approved:

Appointments:			'92 bi-weekly
Gina Brown	Branch Assistant Dupont Branch	#084	$552.00
Mary Hibler	Mail Clerk Main Library	#444	520.00

APPOINTMENT OF COMMITTEES

Mr. Andorfer made the following appointments to board committees for 1992:

Compensation and Personnel

Mrs. Riley, Chairman
Mrs. Koehlinger
Ms. Knox
Mr. McMahan

Finance & Insurance

Mr. McMahan, Chairman
Mr. Carmean
Mrs. Koehlinger
Mr. Coleman

Long Range Planning

Mr. Carmean, Chairman
Mrs. Riley
Ms. Knox
Mr. Coleman

Mr. Carmean will continue as the library board appointee to the board of directors of the Friends of the Library.

CARRYOVER ENCUMBRANCES

Mr. McMahan moved the adoption of Resolution No. 1992-2, "Resolution to Carry Forward Certain Encumbrances to 1992." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Mr. McMahan moved the adoption of Resolution No. 1992-3, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

JOINT PROMOTIONAL ACTIVITY

The library's second summer storytelling festival is being planned, and will build on last year's successful festival. The committee planning this year's event would like to explore corporate sponsorship to help with expenses of speakers, facility rental, etc. On motion of Mr. McMahan, the board granted approval to look into corporate sponsorship of the 1992 storytelling festival.

1992 BOARD MEETING CALENDAR

On motion of Mrs. Riley the following board meeting calendar for 1992 was adopted:

Thursday, January 23, 1992	Shawnee Branch
Thursday, February 27, 1992	Hessen Cassel Branch
Thursday, March 26, 1992	Pontiac Branch
Thursday, April 23, 1992	Monroeville Branch
Thursday, May 28, 1992	Harlan Branch
Thursday, June 25, 1992	Aboite Branch
Thursday, July 23, 1992	Main Library
Thursday, August 27, 1992	Dupont Branch
Thursday, September 24, 1992	Woodburn Branch
Thursday, October 22, 1992	Little Turtle Branch
Tuesday, November 24, 1992	Georgetown Branch
Wednesday, December 30, 1992	Main Library

REDESIGN OF FIRST FLOOR AT MAIN LIBRARY

With the successful implementation of the library's computerized online catalog, the card catalog has become obsolete and must now be removed. This change will require certain basic physical plant modifications, such as carpet replacement and installation of computer cable and electrical wiring. Further changes to the first floor layout could also be made at this time, to improve patron convenience and permit more efficient staffing of service desks.

Mr. Krull requested approval to engage Jack E. Hodell to work with the library staff to develop an improved first floor layout for the main library. On motion of Mr. Carmean, the board agreed to retain Mr. Hodell to perform conceptual studies as set forth in his proposal letter dated January 22, 1992.

FUNDING OF PUBLIC ACCESS TELEVISION OPERATIONS

Mr. Andorfer charged the Finance Committee with the task of studying the issue of funding for the public access and educational access television channels. Refranchising negotiations are currently underway between the city and Comcast Cablevision. These negotiations will affect the future of access television and the library's involvement in access.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:15 p.m.

C. Philip Anderson
President

Mary Kuenzinger
Secretary

ALLEN COUNTY PUBLIC LIBRARY

COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS

AT December 31, 1991

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	December 31 1991	December 31 1990
ASSETS											
CASH ON DEPOSIT	414,231	14,768	383,230	190	0	18,879	0			831,298	2,511,727
CASH ON HAND	3,489									3,469	2,931
CASH WITH FISCAL AGENT			220							220	220
INVESTMENTS AT COST	951,292		223,894	35,000	0	0	125,000			1,335,186	56,338
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	83,769
ACCRUED INTEREST	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS	59,282		0							59,282	69,524
DUE FROM OTHER FUNDS	0		0	0						0	0
ACCOUNTS RECEIVABLE	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND								1,664,769		1,664,769	1,664,769
BUILDINGS & OTHER IMPROVEMENTS								14,613,884		14,613,884	14,613,884
FURNITURE AND EQUIPMENT								7,834,128		7,834,128	7,834,128
AVAILABLE IN DEBT SERVICE FUND									607,124	607,124	738,936
AMT TO BE PROVIDED--RET OF DEBT									9,932,876	9,932,876	10,299,064
AMT TO BE PROVIDED--VAC PAY LIAB.									249,571	249,571	251,000
AMT AVAILABLE IN CAP PROJ FUND									18,879	18,879	19,000
TOTAL ASSETS	1,436,715	14,768	607,344	35,190	0	18,879	125,000	24,112,693	10,808,450	37,159,039	38,149,202
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	96,671	962			0	0			18,879	116,511	185,180
TEMPORARY LOANS/FINANCING	0									0	0
ACCRUED WAGES & BENEFITS	282,357								249,571	531,928	585,528
UNREMITTED WITHHOLDINGS	28,774									28,774	26,755
DEFERRED COMP PAYABLE	0						125,000			125,000	56,338
DUE TO OTHER FUNDS	0									0	0
CAPITAL LEASES PAYABLE	0								8,000,000	8,000,000	8,000,000
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0		220							220	220
G O BONDS & CAP LEASES PAYABLE	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	407,802	962	220	0	0	0	125,000	0	10,808,450	11,342,433	11,804,021
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								24,112,693		24,112,693	24,112,693
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	239,980	1,507	0	0	0	0	0	0	0	241,487	415,648
RESERVED - ARBITRAGE REBATE						18,879				18,879	19,000
RESTRICTED-SPECIAL REVENUE		12,299								12,299	14,672
DESIGNATED FOR DEBT SERVICE			607,124		0					607,124	738,936
UNRESERVED	788,933			35,190	0	0	0			824,123	1,052,231
TOTAL FUND EQUITY	1,028,913	13,806	607,124	35,190	0	18,879	0	24,112,693	0	25,816,605	26,345,180
TOTAL LIABILITIES & FUND EQUITY	1,436,715	14,768	607,344	35,190	0	18,879	125,000	24,112,693	10,808,450	37,159,039	38,149,201

MODIFIED ACCRUAL
UNAUDITED
December 1991
COMR9112

ALLEN CO PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED December 31, 1991

17-Jan-92

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	'89'	Dec 31,1991	Dec 31,1990
REVENUES:								
AUTO EXCISE TAX	1,047,480.87		125,242.28				1,172,723.15	1,254,463
REAL PROPERTY TAX LEVY	6,737,890.31		805,617.32				7,543,507.63	7,185,905
INTANGIBLES TAX & CDIT	780,426.27		198,317.42				978,743.69	612,409
USER FEES	343,955.68						343,955.68	263,166
INTERGOVERNMENTAL REVENUE	220,553.16						220,553.16	234,045
PARKING FEES	122,685.21						122,685.21	169,093
GIFTS & DONATIONS	540.83	13,301.72					13,842.55	18,118
INTEREST	52,058.54				4,039.16	3,156.10	59,253.80	199,817
OTHER REVENUES & PROCEEDS	80,621.51		0.00				80,021.51	53,336
TOTAL REVENUES	9,385,612.38	13,301.72	1,129,177.02	0.00	4,039.16	3,156.10	10,535,286.36	9,991,171
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	5,715,698.30	0.00					5,715,698.30	5,049,414
SUPPLIES	292,163.29	1,711.75			5,173.14		299,048.18	399,350
PROFESSIONAL SERVICES	57,221.04	5,040.34			69,860.01	5,694.00	137,815.39	652,322
COMMUNICATION & TRANSPORTATION	258,359.69	738.50			0.00		259,098.19	227,348
INSURANCE	92,247.00						92,247.00	112,579
UTILITY SERVICES	569,543.65						569,543.65	457,163
REPAIRS & MAINTENANCE	365,701.24				0.00		365,701.24	297,167
LEASING & MISCELLANEOUS SERVICES	227,596.51	0.00			0.00		227,596.51	207,830
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	239,291.61	3,452.12			114,438.58	50,202.83	407,385.14	7,043,107
LIBRARY MATERIALS	1,725,699.66	3,325.06			0.00	7,713.76	1,736,738.48	2,063,481
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			554,817.50				554,817.50	254,233
PRINCIPAL RETIREMENT			490,000.00				490,000.00	460,000
INTEREST CHARGES			208,171.25				208,171.25	231,614
TOTAL EXPENDITURES	9,543,521.99	14,267.77	1,252,988.75	0.00	189,471.73	63,610.59	11,063,860.83	17,455,608
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(157,909.61)	(966.05)	(123,811.73)	0.00	(185,432.57)	(60,454.49)	(528,574.45)	(7,464,437)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	5,011,510
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,011,510
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(157,909.61)	(966.05)	(123,811.73)	0.00	(185,432.57)	(60,454.49)	(528,574.45)	(2,452,927)
FUND BALANCES-JANUARY 1,	1,166,822.64	14,772.21	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,685,413
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-Dec 31 '91	1,626,913.03	13,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,486

December unaudited
ER-12REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1991

15-Jan-92
11:29 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	1,047,480.87		0.00		1,047,480.87				(14,621.87)	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	6,737,890.31		0.00		6,737,890.31				20,507.69	
5103	INTANGIBLES TAX	92,984	92,984		92984	127,172.62		33,913.20		93,259.42				(275.42)	
5104	COUNTY INCOME TAX	749,726	749,726		749726	711,842.04		24,675.19		687,166.85				62,559.15	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	8,624,385.84		58,588.39	0.00	8,565,797.45				68,169.55	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	155,653.95				155,653.95				(35,653.95)	
5202	EXTENDED USE FEES	130,000	130,000		130000	185,827.75		0.00	0.00	185,827.75				(55,827.75)	
5203	FAX FEES	1,000	1,000		1000	2,473.98				2,473.98				(1,473.98)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	343,955.68	0.00	0.00	0.00	343,955.68				(92,955.68)	
5301	FEDERAL OPERATING GRANTS	0	0		0	53,131.00				53,131.00				(53,131.00)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	49,476.47				49,476.47				(45,476.47)	
5303	CITY OPERATING GRANTS	0	94,237		94237	120,187.18		69,523.92	59,282.43	117,945.69				(23,708.69)	
	TOTAL GRANTS	4,000	98,237	0.00	98237	230,794.65		69,523.92	59,282.43	220,553.16				(122,316.16)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	58,687.74				58,687.74				(58,687.74)	
5402	PARKING REVENUES-900 S HARRI	0	0		0	60,750.44				60,750.44				(60,750.44)	
5403	PARKING REVENUES-236 W WASHI	0	0		0	5,747.03				5,747.03				(5,747.03)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	1,000.00		12,000.00	8,500.00	(2,500.00)				152,500.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	126,185.21		12,000.00	8,500.00	122,685.21				27,314.79	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	100.00				100.00				(100.00)	
5601	UNRESTRICTED GIFTS & DONATIO	100	100		100	540.83				540.83				(440.83)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000		5000	7,484.91				7,484.91				(2,484.91)	
5650	INTEREST	40,000	40,000		40000	52,058.54				52,058.54				(12,058.54)	
5701	ACPL PUBLICATIONS	300	300		300	163.74			0.00	163.74				136.26	
5702	RESEARCH SERVICES	18,000	18,000		18000	13,370.59				13,370.59				4,629.41	
5703	LOST/DAMAGED LIBRARY MATERIA	12,000	12,000		12000	13,289.25		(122.12)	0.00	13,411.37				(1,411.37)	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	6,377.57				6,377.57				(3,177.57)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	32,973.70				32,973.70				(32,973.70)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	72,314.48		(122.12)	0.00	72,436.60				(38,936.60)	
	TOTAL REVENUES	9,117,567	9,211,804	0.00	9211804	9,457,820.14	0.00	139,990.19	67,782.43	9,385,612.38				(173,828.38)	

December unaudited
ER-12REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1991

15-Jan-92
11:29 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	3,179,256.15	15.45%	158,564.57	174,000.37	3,194,691.95	15.03%		3,194,691.95	565,308.05	15.03%
1102	SALARIED OVERTIME	0	0		0	11,819.25	ERR			11,819.25	ERR		11,819.25	(11,819.25)	ERR
1103	SALARIED VACATION	0	0		0	257,805.54	ERR			257,805.54	ERR		257,805.54	(257,805.54)	ERR
1104	SALARIED SICK PAY	0	0		0	75,258.08	ERR			75,258.08	ERR		75,258.08	(75,258.08)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	14,443.37	ERR			14,443.37	ERR		14,443.37	(14,443.37)	ERR
1106	SALARIED HOLIDAY	0	0		0	99,295.49	ERR			99,295.49	ERR		99,295.49	(99,295.49)	ERR
1107	SALARIED JURY DUTY	0	0		0	398.83	ERR			398.83	ERR		398.83	(398.83)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	7,218.08	ERR			7,218.08	ERR		7,218.08	(7,218.08)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	48,519.63	ERR			48,519.63	ERR		48,519.63	(48,519.63)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	19,755.65	ERR			19,755.65	ERR		19,755.65	(19,755.65)	ERR
1111	SALARIED TAXABLE FRINGE BENE	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	7,882.87				7,882.87			7,882.87	(7,882.87)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	3,721,652.94	1.02%	158,564.57	174,000.37	3,737,088.74	0.61%	0.00	3,737,088.74	22,911.26	0.61%
1201	HOURLY TIME WORKED	1,000,000	1,020,000		1020000	926,346.76	9.18%	39,641.14	48,905.56	935,611.18	8.27%		935,611.18	84,388.82	8.27%
1202	HOURLY OVERTIME	0	0		0	3,804.42	ERR			3,804.42	ERR		3,804.42	(3,804.42)	ERR
1203	HOURLY VACATION	0	0		0	42,051.41	ERR			42,051.41	ERR		42,051.41	(42,051.41)	ERR
1204	HOURLY SICK PAY	0	0		0	3,583.01	ERR			3,583.01	ERR		3,583.01	(3,583.01)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,193.75				3,193.75			3,193.75	(3,193.75)	ERR
1206	HOURLY HOLIDAY	0	0		0	24,086.12	ERR			24,086.12	ERR		24,086.12	(24,086.12)	ERR
1207	HOURLY JURY DUTY	0	0		0	48.45	ERR			48.45	ERR		48.45	(48.45)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,400.70	ERR			1,400.70	ERR		1,400.70	(1,400.70)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,582.50	ERR			5,582.50	ERR		5,582.50	(5,582.50)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,020,000	0.00	1020000	1,010,097.12	0.97%	39,641.14	48,905.56	1,019,361.54	0.06%	0.00	1,019,361.54	638.46	0.06%
1301	SUMMER EMPLOYEES- TIME WORKE	160,000	60,000		60000	58,680.33	2.20%			58,680.33	2.20%		58,680.33	1,319.67	2.20%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.10				0.10			0.10	(0.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	44,000		44000	41,997.11	4.55%			41,997.11	4.55%		41,997.11	2,002.89	4.55%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAF	190,000	104,000	0.00	104000	100,685.54	3.19%	0.00	0.00	100,685.54	3.19%	0.00	100,685.54	3,314.46	3.19%
	TOTAL COMPENSATION	4,950,000	4,884,000	0.00	4884000	4,832,435.60	1.06%	198,205.71	222,905.93	4,857,135.82	0.55%	0.00	4,857,135.82	26,864.18	0.55%
1501	EMPLOYER FICA	365,000	365,000		365000	362,017.20	0.82%	15,162.74	17,052.30	363,906.84	0.30%		363,906.84	1,093.16	0.30%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	1,253.87	74.92%			1,253.87	74.92%		1,253.87	3,746.13	74.92%
1503	EMPLOYER PERF	155,000	178,000		178000	176,523.15	0.83%	41,159.94	42,399.15	177,762.36	0.13%		177,762.36	237.64	0.13%
1504	GROUP INSURANCE	275,000	318,000		318000	315,639.41	0.74%	0.00		315,639.41	0.74%		315,639.41	2,360.59	0.74%
1505	DEDUCTIBLE REIMBURSEMENT	0	0												
	TOTAL EMPLOYEE BENEFITS	800,000	866,000	0.00	866000	855,433.71	1.22%	56,322.68	59,451.45	858,562.48	0.86%	0.00	858,562.48	7,437.52	0.86%
	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	5,687,869.31	1.08%	254,528.39	282,357.38	5,715,698.30	0.60%	0.00	5,715,698.30	34,301.70	0.60%

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** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	44,000	20.00	44020	39,824.66	9.49%	1,156.62	2,015.98	40,684.02	7.54%	3,131.96	43,815.98	204.02	0.46%
	TOTAL OFFICE SUPPLIES	50,000	44,000	20.00	44020	39,824.66	9.49%	1,156.62	2,015.98	40,684.02	7.54%	3,131.96	43,815.98	204.02	0.46%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	25,423.87	-1.70%	755.10	0.00	24,668.77	1.32%	0.00	24,668.77	1,828.03	7.31%
2202	VEHICLE FUEL	13,000	9,000	0.00	9000	9,369.04	-4.10%	777.07	666.73	9,258.70	-2.87%	0.00	9,258.70	(258.70)	-2.87%
2203	HEATING OIL	5,000	2,000	1,800.00	3800	3,145.65	-57.28%	0.00	0.00	3,145.65	-57.28%	0.00	3,145.65	654.35	32.72%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	43,054.16	13.89%	11,038.21	11,867.66	43,883.61	12.23%	398.94	44,282.55	5,717.45	11.43%
2205	LIBRARY MATERIALS SUPPLIES	40,000	33,000	771.14	33771.14	26,421.30	19.94%	0.00	1,092.71	27,514.01	16.62%	5,963.59	33,477.60	293.54	0.89%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,619.23	27.62%	97.85	6.43	3,527.81	29.44%	0.00	3,527.81	1,472.19	29.44%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	4,000	0.00	4000	1,428.61	64.28%	102.07	39.64	1,366.18	65.85%	0.00	1,366.18	2,633.82	65.85%
2210	PRINTING SUPPLIES	40,000	38,000	480.81	38480.81	32,228.94	15.19%	258.95	222.70	32,192.69	15.28%	0.00	32,192.69	6,288.12	16.55%
2211	OTHER OPERATING SUPP N.E.C.	66,000	85,000	1,681.68	86681.68	71,790.70	15.54%	893.92	7,474.87	78,371.65	7.80%	2,431.21	80,802.86	5,878.82	6.92%
	TOTAL OPERATING SUPPLIES	253,000	251,000	6,230.43	257230.4	216,481.50	13.75%	13,923.17	21,370.74	223,929.07	10.79%	8,793.74	232,722.81	24,507.62	9.76%
2301	MAINTENANCE SUPPLIES	18,000	26,000	283.43	26283.43	22,734.17	12.56%	113.73	92.27	22,712.71	12.64%	134.39	22,847.10	3,436.33	13.22%
2302	REPAIR PARTS	10,000	5,000	23.13	5023.13	4,920.95	1.58%	83.46	0.00	4,837.49	3.25%	128.00	4,965.49	57.64	1.15%
	TOTAL MAINTENANCE SUPPLIES	28,000	31,000	306.56	31306.56	27,655.12	10.79%	197.19	92.27	27,550.20	11.13%	262.39	27,812.59	3,493.97	11.27%
	TOTAL SUPPLIES	331,000	326,000	6,556.99	332556.9	283,961.28	12.90%	15,276.98	23,478.99	292,163.29	10.38%	12,188.09	304,351.38	28,205.61	8.65%

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	20,000	600.00	20600	17,720.00	11.40%	0.00	0.00	17,720.00	11.40%	2,150.00	19,870.00	730.00	3.65%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	1,664.00	16.80%	0.00	0.00	1,664.00	16.80%	0.00	1,664.00	336.00	16.80%
3103	LEGAL SERVICES	4,000	4,000		4000	1,611.10	59.72%	0.00	315.00	1,926.10	51.85%	0.00	1,926.10	2,073.90	51.85%
3104	PROGRAM PRESENTERS	4,000	5,000	25.00	5025	4,395.09	12.10%	0.00	0.00	4,395.09	12.10%	0.00	4,395.09	629.91	12.60%
3105	TEMPORARY HELP SERVICES	40,000	25,000		25000	23,180.39	7.28%	2,739.57	340.00	20,780.82	16.88%	0.00	20,780.82	4,219.18	16.88%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	11,361.93	24.25%	701.40	74.50	10,735.03	28.43%	650.00	11,385.03	3,952.47	26.35%
	TOTAL PROFESSIONAL SERVICES	73,000	71,000	962.50	71962.5	59,932.51	15.59%	3,440.97	729.50	57,221.04	19.41%	2,800.00	60,021.04	11,941.46	16.82%
3201	TELEPHONE SERVICE	95,000	105,000		105000	102,740.72	2.15%	2,000.00	3,819.80	104,560.52	0.42%	0.00	104,560.52	439.48	0.42%
3202	POSTAGE & SHIPPING	70,000	100,000	0.00	100000	99,199.79	0.80%	428.86	729.62	99,500.55	0.50%	0.00	99,500.55	499.45	0.50%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	7,000		7000	6,251.73	10.69%	53.90	53.90	6,251.73	10.69%	0.00	6,251.73	748.27	10.69%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	45,053.72	-0.12%	604.22	40.00	44,489.50	1.13%	0.00	44,489.50	510.50	1.13%
	COMMUNICATION & TRANSPORTATI	215,000	257,000	0.00	257000	253,245.96	1.46%	3,086.98	4,643.32	254,802.30	0.86%	0.00	254,802	2,198	0.86%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	256.42	74.36%	21.70	19.14	253.70	74.62%	0.00	253.70	746.22	74.62%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,560.03	40.67%	21.70	19.14	3,557.39	40.71%	0.00	3,557.39	2,442.61	40.71%
3401	INSURANCE	115,000	95,000		95000	92,247.00	2.90%	0.00	0.00	92,247.00	2.90%	0.00	92,247.00	2,753.00	2.90%
	TOTAL INSURANCE	115,000	95,000	0.00	95000	92,247.00	2.90%	0.00	0.00	92,247.00	2.90%	0.00	92,247.00	2,753.00	2.90%
3501	NATURAL GAS	130,000	155,000		155000	146,136.05	5.72%	1,399.02	2,901.31	147,638.34	4.75%	0.00	147,638.34	7,361.66	4.75%
3502	ELECTRICITY	340,000	390,000		390000	391,574.38	-0.40%	4,198.36	4,209.85	391,585.87	-0.41%	0.00	391,585.87	(1,585.87)	-0.41%
3503	WATER & SEWER	12,000	20,000		20000	19,502.52	2.49%	715.01	1,180.93	19,968.44	0.16%	0.00	19,968.44	31.56	0.16%
3504	TRASH DISPOSAL	9,000	12,000		12000	10,351.00	13.74%	0.00	0.00	10,351.00	13.74%	25.00	10,376.00	1,624.00	13.53%
	TOTAL UTILITY SERVICES	491,000	577,000	0.00	577000	567,563.95	1.64%	6,312.39	8,292.09	569,543.65	1.29%	25.00	569,568.65	7,431.35	1.29%
3601	BUILDING REPAIR & MAINTENANC	60,000	50,000	1,596.21	51596.21	44,438.75	11.12%	367.09	810.98	44,882.64	10.23%	5,003.39	49,886.03	1,710.18	3.42%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	21,506.32	13.97%	259.00	731.00	21,978.32	12.09%	4,397.00	26,375.32	874.68	3.50%
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	22,734.29	-3.34%	3,245.50	87.00	19,575.79	11.02%	0.00	19,575.79	2,424.21	11.02%
3604	COMPUTER MAINTENANCE	130,000	145,000	471.80	145471.8	143,269.92	1.19%	2,449.76	0.00	140,820.16	2.88%	140.50	140,960.66	4,511.14	3.11%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	44,862.62	6.54%	587.38	583.82	44,859.06	6.54%	3,319.34	48,178.40	374.14	0.78%
3606	VEHICLE SERVICE	25,000	20,000	207.65	20207.65	16,321.05	18.39%	1,085.92	2,449.03	17,684.16	11.58%	389.87	18,074.03	2,133.62	10.67%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	74,816.57	-1.10%	2,490.66	3,575.20	75,901.11	-2.57%	969.14	76,870.25	1,685.77	2.28%
	TOTAL REPAIRS & MAINTENANCE	376,000	384,000	9,634.22	393634.2	367,949.52	4.18%	10,485.31	8,237.03	365,701.24	4.77%	14,219.24	379,920.48	13,713.74	3.57%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	49,601.36	0.80%	1,692.81	1,854.59	49,763.14	0.47%	0.00	49,763.14	330.36	0.66%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	49,601.36	0.80%	1,692.81	1,854.59	49,763.14	0.47%	0.00	49,763.14	330.36	0.66%

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3901	DUES & MEMBERSHIPS	9,000	10,000		10000	9,832.50	1.68%		0.00	9,832.50	1.68%	0.00	9,832.50	167.50	1.68%
3902	INTEREST ON TEMPORARY LOANS	0	25,000		25000	21,339.04	14.64%		0.00	21,339.04	14.64%	0.00	21,339.04	3,660.96	14.64%
3903	TAXES & ASSESSMENTS	4,000	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVI	40,000	60,000	29.10	60029.1	55,601.18	7.33%	1,114.90	1,243.80	55,730.08	7.12%	491.77	56,221.85	3,807.25	6.35%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	87,010.19	3.32%	4,751.57	8,673.13	90,931.75	-1.04%	151.24	91,082.99	142.45	0.16%
	TOTAL MISCELLANEOUS SERVICES	143,000	185,000	1,254.54	186254.5	173,782.91	6.06%	5,866.47	9,916.93	177,833.37	3.87%	643.01	178,476.38	7,778.16	4.20%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,625,000	11,944.76	1636944.	1,567,883.24	3.51%	30,906.71	33,692.60	1,570,669.13	3.34%	17,687.25	1,588,356.38	48,588.38	2.99%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	92,000	3,893.87	95893.87	16,533.29	82.03%	219.95	6,160.76	22,474.10	75.57%	71,328.35	93,802.45	2,091.42	2.27%
4403	COMPUTER EQUIPMENT	50,000	105,000	11,959.00	116959	94,745.25	9.77%	125.00	1,220.00	95,840.25	8.72%	7,514.00	103,354.25	13,604.75	12.96%
4405	TELEVISION EQUIPMENT	10,000	104,237	8,776.54	113013.5	103,567.43	0.64%	54.02	0.00	103,513.41	0.69%	703.37	104,216.78	8,796.76	8.44%
4407	VEHICLES	20,000	20,000	0.00	20000	16,714.00	16.43%	0.00	749.85	17,463.85	12.68%	0.00	17,463.85	2,536.15	12.68%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	321,237	24,629.41	345866.4	231,559.97	27.92%	398.97	8,130.61	239,291.61	25.51%	79,545.72	318,837.33	27,029.08	8.41%
4510	BOOKS	1,534,281	1,436,281	98,904.60	1535185.	1,235,682.85	13.97%	19,956.81	19,987.99	1,235,634.03	13.97%	110,286.77	1,345,920.80	189,264.80	13.18%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	288,553.05	3.82%	637.12	693.47	288,609.40	3.80%	3,865.25	292,474.65	12,874.15	4.29%
4530	NON-PRINT MATERIALS	180,000	172,000	22,162.15	194162.1	146,555.52	14.79%	8,734.05	5,776.36	143,597.83	16.51%	16,374.16	159,971.99	34,190.16	19.88%
4540	ONLINE MATERIALS	50,000	58,000	235.03	58235.03	53,185.27	8.30%	317.42	4,990.55	57,858.40	0.24%	33.14	57,891.54	343.49	0.59%
	TOTAL LIBRARY MATERIALS	2,064,281	1,966,281	126,650.58	2092932	1,723,976.69	12.32%	29,645.40	31,368.37	1,725,699.66	0.35	130,559.32	1,856,258.98	236,672.60	12.04%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,287,518	151,279.99	2438797.	1,955,536.66	14.51%	30,044.37	39,498.98	1,964,991.27	14.10%	210,105.04	2,175,096.31	263,701.68	11.53%
	TOTAL EXPENDITURES	9,894,281	9,988,518	169,781.74	10158299	9,495,250.49	4.94%	330,756.45	379,027.95	9,543,521.99	4.46%	239,980.38	9,783,502.37	374,797.37	3.75%
	EXCESS OF REVENUES OVER (UNDER EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(37,430.35)		(190,766.26)	(311,245.52)	(157,909.61)		(239,980.38)	(9,783,502.37)	(548,605.75)	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 23, 1992	)	
	)	
RESOLUTION RECOGNIZING ALAN MCMAHAN FOR	)	
DISTINGUISHED SERVICE AS PRESIDENT OF	)	No. 1992-1
THE BOARD OF LIBRARY TRUSTEES	)	

WHEREAS, Alan McMahan has served with skill and distinction as President of the Board of Library Trustees of the Allen County Public Library during 1991, and

WHEREAS, His love of books and his dedication to the free exchange of ideas have led him to be an effective and forceful advocate of a strong library collection freely accessible to all people, and

WHEREAS, His decisive leadership has guided the library through an eventful year that included such highlights as the implementation of the computerized online catalog and a successful appeal for increased operating revenues, now therefore,

BE IT RESOLVED, By the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that this Board does hereby express its thanks and appreciation to Alan McMahan for his strong and dedicated leadership of the library and for his commitment to the high standards of community service on which the library has founded its reputation.

Adopted by the Board of Library Trustees and signed this 23rd day of January, 1992.

C. Shirley Andrews

Mary Fruehlinger

Patricia E. Riley

Charles C. Ole

Stanton McCammon

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 23, 1992	)	
	)	
RESOLUTION TO CARRY FORWARD	)	1992-2
CERTAIN ENCUMBRANCES TO	)	
1992	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the attached list of unpaid balances are amounts due on contracts or purchase orders as of December 31, 1991, and are to be carried forward as open encumbrances to 1992.

Adopted this 23th day of January, 1992.

President

Secretary Pro Tempore

List of encumbrances filed in Treasurers office.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 23, 1992)
)
RESOLUTION TO PUBLISH NOTICE) No. 1992-3
TO TAXPAYERS OF PROPOSED)
ADDITIONAL APPROPRIATIONS)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of February 27, 1992, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2211 Operating Supplies	$ 17,050.00
4405 Television Equipment	$ 68,509.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Adopted this 23rd day of January, 1992

President

Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims February 7, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $882,246.44 on February 7, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
01/31/92	gross $189,760.56	net	136,326.22
01/31/92	Payroll taxes (electronic transfer)		56,407.25
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 01/31/92	#43760-43770		31,325.52
Dated 02/07/92	#43772-43906		158,187.45
Manual Checks(s)	#2962		500,000.00
Less VOIDS:	#		0.00
Accounts Payable Check Batches Subtotal:			689,512.97
Grand Total		$	882,246.44

Mr. McMahan, Mr. Carmean, Mr. Andorfer, and Mrs. Riley approved and signed the register of claims as presented by the director.

Mary M. Koehlinger
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 27, 1992
3:00 p.m. - Hessen Cassel Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of January 23, 1992, and meeting for approval of claims of February 10, 1992.

4. Financial report for January, 1992.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Public Hearing on proposed additional appropriations.

10. Resolution No. 1992-4, "Resolution of Appropriations."

11. Report on television equipment and supplies bids received.

12. Approval of grant application to Cable Television Programming Advisory Committee.

13. Resolution No. 1992-5, "Resolution Authorizing Designated Library Officials to Sign Checks Drawn on Accounts at Fort Wayne National Bank."

14. Approval of Change Order #G-2, main library circulation desk redesign.

15. Discussion of draft of strategic plan.

16. Other business.

17. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of February 27, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 27, 1992, at 3:00 p.m. at Hessen Cassel branch library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, Ms. Knox, Mrs. Koehlinger, and Mr. McMahan.

Absent: Mr. Coleman.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of January 23, 1992, and the minutes of the approval of claims of February 10, 1992, were approved.

FINANCIAL REPORT

On motion of Mrs. Riley, the financial report for January, 1992, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Riley, the claims were approved for payment.

Wires				$0.00
Payroll				
	02/14/92	gross 190,967.15	net	136,829.68
	02/14/92	Payroll taxes (elect. transfer)		56,812.71
	02/28/92	gross 191,290.50	net	137,396.34
	02/28/92	Payroll taxes (elect. transfer)		57,029.30
Accounts Payable Check Batches				
		(See "Vendor Check History" for detail of total)		
	Dated 02/14/92	#43908-43915		25,145.15
	Dated 02/28/92	#43917-44201		198,540.57
	Manual Check (s)	#2963		1,217.00

Less VOIDS:	0.00
Accounts Payable Check Batches Subtotal:	224,902.72
Grand Total	$ 612,970.75

REPORT OF DIRECTOR

Bill Gaunt, driver of the library's last operating bookmobile, will retire at the end of February. Because of declining bookmobile circulation, recurrent mechanical problems with the vehicle, and the ready accessibility of branch libraries throughout the country, bookmobile service will be discontinued indefinitely as of February 28, 1992. For the program to be continued with any hope of reaching a larger target audience, the routes and hours of service would have to be restructured, and a new vehicle purchased at a cost of approximately $100,000. The capital investment and operating costs required to continue bookmobile service probably cannot be justified, given the availability of branch facilities and other budgetary priorities.

Planning continues on developing a new arrangement for the Readers' Services and Periodicals areas of the first floor at main library. Central to the plan will be the removal of the old card catalog, installation of additional public access catalog terminals, and consolidation of the Periodicals and Readers' Services staff areas. The goal is to provide more convenient service to the public and permit more efficient use of staff.

Mr. Krull turned the floor over to Mr. Fortriede, who presented the first of a two-part presentation on comparative statistics drawn from the Public Library data Service. Mr. Fortriede's study compares the ACPL to other U.S. libraries similar in terms of budget and circulation.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of January and the year to date.

REPORT OF FINANCE COMMITTEE

Mr. McMahan, committee chairman, presented the following report on the need to upgrade the library's automation system.

> In April of 1991 the staff presented a plan for implementing needed upgrades to the library's automation system. Ongoing investments are required to replace outdated and worn equipment and put the best technology to work serving the public. Many system components are now more than five years old.
>
> Of particular importance for us is the need to upgrade central site hardware to run the next major enhancement of software from CLSI. This software, know as LIBS 100plus, has been in testing and we anticipate installation at ACPL later this year.

According to the plan proposed by the staff and approved by the board last year, the central processor would be replaced by a larger, more powerful unit at a cost of $128,232. Funding for this upgrade was to be provided by using the remainder of the Automation Fund (approximately $75,000) and taking the rest from the 1991 Operating Fund Budget. This upgrade was completed and paid for according to plan in 1991.

The remainder of the upgrade strategy was as follows:

Phase 1: Replace existing tape drives and 800-megabyte disk drives. Nine new 1-gigabyte disk drives would be installed to provide greater storage required by LIBS 100plus software. Cost - $101,415.

Phase 2: Add memory to central processor to accommodate LIBS 100plus. Cost - $154,609.

Phase 3: Add another disk drive and software to provide journaling capability (in effect, a perpetual "back-up" of system files). Cost - $37,889.

Since the upgrade plan was proposed last year, some technological developments and changes in our requirements have occurred. For example, our system is approaching the capacities originally projected for it back in 1986. We need to plan for about three years' growth in circulation and in the number of title, item, and patron records our system can store and process. We need to have computer power and storage to handle this growth and still guarantee fast response time for our users.

On the plus side, disk storage capacities have increased and some hardware prices have come down. However, our storage requirements, as noted above, continue to grow. Also on the minus side, our trade-in values on equipment to be replaced are now lower because the equipment is a year older.

Taking all of these factors into consideration, the following revised upgrade plan is proposed:

Phase 1: Install seven 2-gigabyte drives instead of nine 1-gigabyte drives. Add another 2-gigabyte drive (for a total of eight) as a back-up in case of disk failure. Revised cost - $125,915.

Phase 2: Same as original plan. Slight price difference because terminal controllers and software came down in price, but our discount also is less. Revised cost - $155,340.

Phase 3: Add another disk drive (total of two 2-gigabyte drives for this phase). Also need to add a second disk controller to system (each disk controller can only handle eight 2-gigabyte drives). Revised cost - $67,389.

RECOMMENDATION

Issue a purchase order for Phase 1 and Phase 2. The 1992 budget contains an appropriation of $275,000 for computer equipment. Cost of Phase I and Phase 2 totals $281,255. The difference can be made up by transfers from other budget lines. Installation will take place in time to accommodate installation of LIBS 100plus. Defer Phase 3 so that payment will be made from 1993 appropriations.

Mr. McMahan moved "that the recommendation of the committee as contained in the foregoing report be approved." The motion carried.

PERSONNEL

On motion of Mr. McMahan, the following personnel action was approved:

Appointments:			'92 bi-weekly
John Yonkman	Page Genealogy	#347	$500.00

PUBLIC HEARING ON PROPOSED ADDITIONAL APPROPRIATIONS

Mr. Andorfer recessed the meeting for the purpose of conducting a public hearing on proposed additional appropriations for the purchase of television equipment and supplies. He called for public comment on the proposed additional appropriations. No taxpayers appeared to speak on the matter and the hearing was declared closed.

RESOLUTION OF APPROPRIATIONS

Mr. Carmean moved the adoption of Resolution No. 1992-4, "Resolution of Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON BIDS RECEIVED FOR TELEVISION EQUIPMENT

Rick Hayes presented a report on bids received for television equipment and supplies. This was not a package bid, and vendors were instructed that individual items would be ordered from the lowest bidder per item. The complete report and bid tabulation is appended to and made a part of these minutes.

Mr. Hayes recommended that for videotape stock, the low bid of Ampex Co., in the amount of $8,401.25 be accepted. Mr. McMahan moved "that Ampex Co. be awarded the contract for videotape stock in the amount of $8,401.25." The motion carried.

For television equipment, Mr. Hayes recommended that contracts be awarded to the vendors listed below, for the items indicated. Prices for these

items represent the lowest and best bids received.

Communication System Group

Two Prime Image 50 TBC with freeze	4,792.00
Sony PAC-537L CCD camera system	10,399.00
Lowell Solo TO-96 light kit	2,038.00
Sony VO-9850 VCR with BKU-705, BKE-904	7,866.00
Three Panasonic AGB3a power supply	480.00
Dynair Dynamite 20x10 video/audio router switcher	8,066.00
Two MiniStar 4.1 remote controls	1,038.00
Leightronics TC2DYAN Control Cable	1,412.00
Subtotal	$36,091.00

Duncan Video Inc.

Ross M216A-001 16 Input production switcher	13,629.05
Sony BKE912A switcher interface	1,136.95
Sony RCC-5G 9 pin cable	86.95
Subtotal	$14,852.95

Cruse Communications

Videotek RM-13TR color monitor	953.25
Videotek Studio 13 color monitor	1,950.00
Sigma video/audio distribution amplifier	830.00
One Panasonic WJMX-12 mixer with WJ-KB15 keyboard	2,716.00
Subtotal	$6,449.25

B&J Video Systems

Two Panasonic AG-450 Camcorders	2,690.00
Subtotal	$2,690.00

Transmitter Repair & Service Co., Inc.

Installation	2,100.00
Origination Rack	5,000.00
Subtotal	$7,100.00
TOTAL ORDER	$67,183.20

Mr. Carmean moved "that the board approve contracts with the vendors listed for the items specified, as recommended by Mr. Hayes." The motion carried.

GRANT APPLICATION TO CABLE TELEVISION PROGRAM ADVISORY COMMITTEE

Mr. McMahan moved the approval of a grant application in the amount of $134,160.00 to the Cable Television Program Advisory Committee for the purchase of television equipment. The motion carried.

RESOLUTION AUTHORIZING DESIGNATED LIBRARY OFFICIALS TO SIGN CHECKS

Mr. McMahan moved the adoption of Resolution No. 1992-5, "Resolution Authorizing Designated Library Officials to Sign Checks Drawn on Accounts at Fort Wayne National Bank." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL OF CHANGE ORDER

On motion of Mr. McMahan, the following change order was approved:

Contractor: Hamilton Hunter Builders - Railing Installation
Change Order No. G-2

Cost for railing installation

Add $500.00

Total Add $500.00

DISCUSSION OF STRATEGIC PLAN

The board reviewed and discussed a draft of the library's new strategic plan, which is the culmination of more than a year of work by the board and staff Long Range Planning Committees and seven staff task forces. Further discussions will be held at an open Long Range Planning Committee meeting to be scheduled before the next board meeting.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:05 p.m.

C. Craig Gardenger
President

Mary M. Koeplinger
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT January 31, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	January 31 1992	January 31 1991
ASSETS											
CASH ON DEPOSIT.....	372,585	13,212	72	190	0	18,938	0			404,997	695,394
CASH ON HAND.....	3,088									3,088	3,318
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	2,345,062		87,500	35,000	0	0	125,000			2,592,562	659,417
TAXES DUE FROM COUNTY GOVERNMENT.	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									87,572	87,572	103,833
AMT TO BE PROVIDED--RET OF DEBT..									10,367,428	10,367,428	10,926,167
AMT TO BE PROVIDED--VAC PAY LIAB.									231,965	231,965	246,479
AMT AVAILABLE IN CAP PROJ FUND...									18,938	18,938	19,000
TOTAL ASSETS	2,729,235	13,212	87,792	35,190	0	18,938	125,000	24,112,693	10,705,903	37,827,964	39,213,712
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	10	0			0	0			18,938	18,948	15,423
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	0
ACCRUED WAGES & BENEFITS.....	111,863								231,965	343,828	521,334
UNREMITTED WITHHOLDINGS.....	21,034									21,034	7,843
DEFERRED COMP PAYABLE.....	0						125,000			125,000	56,333
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,915,000	7,915,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE...	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,332,907	0	220	0	0	0	125,000	0	10,705,903	13,164,030	11,631,153
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES...	776,569	0	0	0	0	0	0	0	0	776,569	990,515
RESERVED - ARBITRAGE REBATE.						18,938				18,938	19,060
RESTRICTED-SPECIAL REVENUE..		13,212								13,212	15,136
DESIGNATED FOR DEBT SERVICE.			87,572		0					87,572	103,833
UNRESERVED.....	(380,241)			35,190	0	0	0			(345,051)	(93,810)
TOTAL FUND EQUITY	396,328	13,212	87,572	35,190	0	18,938	0	24,112,693	0	24,663,934	27,582,558
TOTAL LIABILITIES & FUND EQUITY	2,729,235	13,212	87,792	35,190	0	18,938	125,000	24,112,693	10,705,903	37,827,964	39,213,711

MODIFIED ACCRUAL
UNAUDITED
January 1992
COMR9201

ALLEN COUNTY PUBLIC LIBRARY

11-Feb-92

--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED January 31, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	Jan 31, 1992	Jan 31, 1991
REVENUES:								
AUTO EXCISE TAX	0.00		0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00		0.00				0.00	0
INTANGIBLES TAX & COIT	59,101.25		0.00				59,101.25	80,176
USER FEES	32,899.30						32,899.30	29,864
INTERGOVERNMENTAL REVENUE	0.00						0.00	0
PARKING FEES	8,894.80						8,894.80	8,767
GIFTS & DONATIONS	0.65	463.00					463.65	497
INTEREST	9,166.78				0.00	59.79	9,226.57	11,321
OTHER REVENUES & PROCEEDS	4,492.53		0.00				4,492.53	2,862
TOTAL REVENUES	114,555.31	463.00	0.00	0.00	0.00	59.79	115,078.10	133,486
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	513,738.03	0.00					513,738.03	464,210
SUPPLIES	2,008.79	0.00			0.00		2,008.79	4,681
PROFESSIONAL SERVICES	1,227.00	0.00			0.00	0.00	1,227.00	37,133
COMMUNICATION & TRANSPORTATION	10,845.73	0.00			0.00		10,845.73	15,211
INSURANCE	72,268.00						72,268.00	47,230
UTILITY SERVICES	45,757.25						45,757.25	24,008
REPAIRS & MAINTENANCE	41,132.56				0.00		41,132.56	36,582
LEASING & MISCELLANEOUS SERVICES	9,933.68	0.00			0.00		9,933.68	7,373
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	4,658.60	1,057.15			0.00	0.00	5,715.75	6,338
LIBRARY MATERIALS	45,570.23	0.00			0.00	0.00	45,570.23	80,429
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAY INT			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	747,139.87	1,057.15	519,552.50	0.00	0.00	0.00	1,267,749.52	1,350,298
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(632,584.56)	(594.15)	(519,552.50)	0.00	0.00	59.79	(1,152,671.42)	(1,216,811)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(632,584.56)	(594.15)	(519,552.50)	0.00	0.00	59.79	(1,152,671.42)	(1,216,811)
FUND BALANCES-JANUARY 1,	1,028,913.03	13,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-Jan 31 '92	396,328.47	13,212.01	87,571.63	35,189.99	0.00	18,938.49	551,240.59	1,015,675

January 92 unaudited
ER-01REV192

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1992

17-Feb-92
12:15 PM

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 01/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	0.00		0.00		0.00				995,106.00	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	0.00		0.00		0.00				8,106,618.00	
5103	INTANGIBLES TAX	93,259	93,259		93259	0.00		0.00		0.00				93,259.00	
5104	COUNTY INCOME TAX	709,215	709,215		709215	59,101.25		0.00		59,101.25				650,113.75	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	59,101.25		0.00	0.00	59,101.25				9,845,096.75	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	11,745.77				11,745.77				138,254.23	
5202	EXTENDED USE FEES	180,000	180,000		180000	20,974.63		0.00	0.00	20,974.63				159,025.37	
5203	FAX FEES	2,000	2,000		2000	178.90				178.90				1,821.10	
	TOTAL USER FEES	332,000	332,000	0.00	332000	32,899.30	0.00	0.00	0.00	32,899.30				299,100.70	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	0.00				0.00				48,180.00	
5303	CITY OPERATING GRANTS	0	0		0	59,282.43		59,282.43	0.00	0.00				0.00	
	TOTAL GRANTS	48,180	48,180	0.00	48180	59,282.43		59,282.43	0.00	0.00				48,180.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	2,952.33				2,952.33				(2,952.33)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	5,573.57				5,573.57				(5,573.57)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	168.90				168.90				(168.90)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	200.00		8,500.00	8,500.00	200.00				101,800.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	8,894.80		8,500.00	8,500.00	8,894.80				93,105.20	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	0.65				0.65				(0.65)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	9,166.78				9,166.78				30,833.22	
5701	ACPL PUBLICATIONS	100	100		100	7.30			0.00	7.30				92.70	
5702	RESEARCH SERVICES	14,000	14,000		14000	1,627.68				1,627.68				12,372.32	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	1,773.36		0.00	0.00	1,773.36				8,226.64	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	446.85				446.85				3,553.15	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	637.34				637.34				(637.34)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	4,492.53		0.00	0.00	4,492.53				23,607.47	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	173,837.74	0.00	67,782.43	8,500.00	114,555.31				10,339,922.69	

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1992

17-Feb-92
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GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 01/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	348,810.47	91.49%	174,000.37	63,434.24	238,244.34	94.19%		238,244.34	3,861,755.66	94.19%
1102	SALARIED OVERTIME	0	0		0	904.12	ERR			904.12	ERR		904.12	(904.12)	ERR
1103	SALARIED VACATION	0	0		0	29,950.93	ERR			29,950.93	ERR		29,950.93	(29,950.93)	ERR
1104	SALARIED SICK PAY	0	0		0	12,450.35	ERR			12,450.35	ERR		12,450.35	(12,450.35)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	1,671.09	ERR			1,671.09	ERR		1,671.09	(1,671.09)	ERR
1106	SALARIED HOLIDAY	0	0		0	44,183.04	ERR			44,183.04	ERR		44,183.04	(44,183.04)	ERR
1107	SALARIED JURY DUTY	0	0		0	91.42	ERR			91.42	ERR		91.42	(91.42)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	782.73	ERR			782.73	ERR		782.73	(782.73)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	2,531.15	ERR			2,531.15	ERR		2,531.15	(2,531.15)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	3,228.66	ERR			3,228.66	ERR		3,228.66	(3,228.66)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	444,603.96	89.16%	174,000.37	63,434.24	334,037.83	91.85%	0.00	334,037.83	3,765,962.17	91.85%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	108,557.64	89.56%	48,905.56	17,891.71	77,543.79	92.54%		77,543.79	962,456.21	92.54%
1202	HOURLY OVERTIME	0	0		0	369.62	ERR			369.62	ERR		369.62	(369.62)	ERR
1203	HOURLY VACATION	0	0		0	4,972.68	ERR			4,972.68	ERR		4,972.68	(4,972.68)	ERR
1204	HOURLY SICK PAY	0	0		0	341.95	ERR			341.95	ERR		341.95	(341.95)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,113.03				1,113.03			1,113.03	(1,113.03)	ERR
1206	HOURLY HOLIDAY	0	0		0	10,291.76	ERR			10,291.76	ERR		10,291.76	(10,291.76)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	617.48	ERR			617.48	ERR		617.48	(617.48)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	89.12	ERR			89.12	ERR		89.12	(89.12)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	126,353.28	87.85%	48,905.56	17,891.71	95,339.43	90.83%	0.00	95,339.43	944,660.57	90.83%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	874.37	91.26%			874.37	91.26%		874.37	9,125.63	91.26%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	874.37	91.26%	0.00	0.00	874.37	91.26%	0.00	874.37	9,125.63	91.26%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	571,831.61	88.90%	222,905.93	81,325.95	430,251.63	91.65%	0.00	430,251.63	4,719,748.37	91.65%
1501	EMPLOYER FICA	391,000	391,000		391000	42,944.42	89.02%	17,052.30	6,221.44	32,113.56	91.79%		32,113.56	358,886.44	91.79%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	345,000	345,000		345000	42,399.51	87.71%	42,399.15	24,315.36	24,315.72	92.95%		24,315.72	320,684.28	92.95%
1504	GROUP INSURANCE	360,000	360,000		360000	27,057.12	92.48%	0.00		27,057.12	92.48%		27,057.12	332,942.88	92.48%
1505	DEDUCTIBLE REIMBURSEMENT	0	0							0					
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	112,401.05	89.79%	59,451.45	30,536.80	83,486.40	92.42%	0.00	83,486.40	1,017,513.60	92.42%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	684,232.66	89.05%	282,357.38	111,862.75	513,738.03	91.78%	0.00	513,738.03	5,737,261.97	91.78%

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GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 01/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	2,680.33	92.34%	2,015.98	0.00	664.35	98.10%	3,317.14	3,981.49	34,150.47	97.57%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	2,680.33	92.34%	2,015.98	0.00	664.35	98.10%	3,317.14	3,981.49	34,150.47	97.57%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	0.00	100.00%	0.00	0.00	0.00	100.00%	3,115.65	3,115.65	21,884.35	87.54%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	724.13	90.34%	666.73	0.00	57.40	99.23%	0.00	57.40	7,442.60	99.23%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	11,867.66	60.44%	11,867.66	0.00	0.00	100.00%	398.94	398.94	30,000.00	100.00%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	1,453.56	96.54%	1,092.71	0.00	360.85	99.14%	7,068.58	7,429.43	40,534.16	96.51%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	101.48	97.97%	6.43	0.00	95.05	98.10%	0.00	95.05	4,904.95	98.10%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	39.64	99.74%	39.64	0.00	0.00	100.00%	0.00	0.00	15,000.00	100.00%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	222.70	99.18%	222.70	0.00	0.00	100.00%	1,352.15	1,352.15	25,647.85	94.99%
2211	OTHER OPERATING SUPP N.E.C.	73,000	73,000	2,431.21	75431.21	8,001.75	89.04%	7,474.87	0.00	526.88	99.28%	4,596.42	5,123.30	70,307.91	96.31%
	TOTAL OPERATING SUPPLIES	227,000	227,000	8,793.74	235793.7	22,410.92	90.13%	21,370.74	0.00	1,040.18	99.54%	16,531.74	17,571.92	218,221.82	96.13%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	193.87	99.08%	92.27	0.00	101.60	99.52%	2,202.87	2,304.47	18,829.92	89.67%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	202.66	96.62%	0.00	0.00	202.66	96.62%	757.20	959.86	5,168.14	86.14%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	396.53	98.53%	92.27	0.00	304.26	98.87%	2,960.07	3,264.33	23,998.06	88.00%
	TOTAL SUPPLIES	289,000	289,000	12,188.09	301188.0	25,487.78	91.18%	23,478.99	0.00	2,008.79	99.30%	22,808.95	24,817.74	276,370.35	95.63%

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	600.00	92.50%	0.00	0.00	600.00	92.50%	8,750.00	9,350.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	315.00	92.13%	315.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	350.00	350.00	3,650.00	91.25%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	612.00	96.94%	340.00	0.00	272.00	98.64%	0.00	272.00	19,728.00	98.64%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	429.50	97.95%	74.50	0.00	355.00	98.31%	1,301.00	1,656.00	19,994.00	95.21%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	1,956.50	96.68%	729.50	0.00	1,227.00	97.92%	10,401.00	11,628.00	50,172.00	85.04%
3201	TELEPHONE SERVICE	110,000	110,000		110000	7,438.70	93.24%	3,819.80	0.00	3,618.90	96.71%	0.00	3,618.90	106,381.10	96.71%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	4,837.47	95.39%	729.62	0.00	4,107.85	96.09%	0.00	4,107.85	100,892.15	96.09%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	53.90	98.65%	53.90	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	3,158.98	93.28%	40.00	0.00	3,118.98	93.36%	108.00	3,226.98	43,773.02	93.13%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	15,489.05	94.18%	4,643.32	0.00	10,845.73	95.92%	108.00	10,954	255,046	95.88%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	19.14	98.09%	19.14	0.00	0.00	100.00%	0.00	0.00	1,000.00	100.00%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	19.14	99.62%	19.14	0.00	0.00	100.00%	0.00	0.00	5,000.00	100.00%
3401	INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
3501	NATURAL GAS	165,000	165,000		165000	20,511.26	87.57%	2,901.31	0.00	17,609.95	89.33%	0.00	17,609.95	147,390.05	89.33%
3502	ELECTRICITY	450,000	450,000		450000	31,295.98	93.05%	4,209.85	0.00	27,086.13	93.98%	0.00	27,086.13	422,913.87	93.98%
3503	WATER & SEWER	14,000	14,000		14000	1,301.10	90.71%	1,180.93	0.00	120.17	99.14%	0.00	120.17	13,879.83	99.14%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	941.00	91.45%	0.00	0.00	941.00	91.45%	10,101.00	11,042.00	(17.00)	-0.15%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	54,049.34	91.55%	8,292.09	0.00	45,757.25	92.85%	10,101.00	55,858.25	584,166.75	91.28%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	1,950.98	96.75%	810.98	0.00	1,140.00	98.10%	5,620.89	6,760.89	58,242.50	97.07%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	731.00	97.08%	731.00	0.00	0.00	100.00%	7,692.00	7,692.00	21,705.00	86.82%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	87.00	99.60%	87.00	0.00	0.00	100.00%	1,044.00	1,044.00	20,956.00	95.25%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	36,667.41	76.34%	0.00	0.00	36,667.41	76.34%	109,317.10	145,984.51	9,155.99	5.91%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	1,566.44	96.08%	583.82	0.00	982.62	97.54%	44,016.72	44,999.34	(1,680.00)	-4.20%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	2,660.17	87.91%	2,449.03	0.00	211.14	99.04%	536.96	748.10	21,641.77	98.37%
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	5,706.59	92.87%	3,575.20	0.00	2,131.39	97.34%	35,744.63	37,876.02	43,093.12	53.07%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	49,369.59	87.78%	8,237.03	0.00	41,132.56	89.82%	203,972.30	245,104.86	173,114.38	42.85%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	5,132.47	90.67%	1,854.59	0.00	3,277.88	94.04%	42,738.51	46,016.39	8,983.61	16.33%
	LEASING & RENTALS	55,000	55,000	0.00	55000	5,132.47	90.67%	1,854.59	0.00	3,277.88	94.04%	42,738.51	46,016.39	8,983.61	16.33%

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ER-01REV192

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1992

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12:15 PM

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 01/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,155.80	7.67%	0.00	0.00	10,155.80	7.67%	0.00	10,155.80	844.20	7.67%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	1,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	1,243.80	97.51%	1,243.80	0.00	0.00	100.00%	983.54	983.54	49,508.23	99.02%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	5,173.13	94.55%	8,673.13	0.00	(3,500.00)	103.68%	11,151.24	7,651.24	87,500.00	92.11%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	16,572.73	90.64%	9,916.93	0.00	6,655.80	96.24%	12,134.78	18,790.58	158,852.43	89.75%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	214,856.82	87.52%	33,692.60	0.00	181,164.22	89.47%	279,455.59	460,619.81	1,278,067.44	74.26%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	6,794.36	95.88%	6,160.76	0.00	633.60	99.62%	74,604.65	75,238.25	161,090.10	97.63%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	5,245.00	98.09%	1,220.00	0.00	4,025.00	98.54%	3,489.00	7,514.00	275,000.00	100.00%
4405	TELEVISION EQUIPMENT	10,000	10,000	703.37	10703.37	0.00	100.00%	0.00	0.00	0.00	100.00%	903.37	903.37	9,800.00	98.00%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	470,000	79,545.72	549545.7	12,789.21	97.28%	8,130.61	0.00	4,658.60	99.01%	78,997.02	83,655.62	465,890.10	99.13%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	44,054.11	97.33%	19,907.99	0.00	24,146.12	98.54%	322,880.48	347,026.60	1,413,260.17	85.65%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	21,172.59	93.95%	693.47	0.00	20,479.12	94.15%	3,815.25	24,294.37	329,570.88	94.16%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	6,721.35	96.52%	5,776.36	0.00	944.99	99.51%	32,578.58	33,523.57	175,850.59	91.11%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	4,990.55	90.40%	4,990.55	0.00	0.00	100.00%	36,033.14	36,033.14	16,000.00	30.77%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	76,938.60	96.57%	31,368.37	0.00	45,570.23	97.97%	395,307.45	440,877.68	1,934,681.64	86.18%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,715,000	210,105.04	2925105.	89,727.81	96.70%	39,498.98	0.00	50,228.83	98.15%	474,304.47	524,533.30	2,400,571.74	88.42%
	TOTAL EXPENDITURES	10,976,000	10,976,000	239,980.38	11215980	1,014,305.07	90.76%	379,027.95	111,862.75	747,139.87	93.19%	776,569.01	1,523,708.88	9,692,271.50	88.30%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(521,522)	(239,980.38)	(761,502)	(840,467.33)		(311,245.52)	(103,362.75)	(632,584.56)		(776,569.01)	(1,523,708.88)	647,651.19	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

February 27, 1992)
)
RESOLUTION OF APPROPRIATIONS) No. 1992-4

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2211 Operating Supplies	$ 17,050.00
4405 Television Equipment	$ 68,509.00
Total	$ 85,559.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 27th day of February 1992, by the following aye and nay vote.

Aye	Nay
[illegible]	
Mary [illegible]	
[illegible]	
Patrice E. Riley	
[illegible]	
Alan McMahan	

Resolution No. 1992-5

RESOLUTION OF BOARD OF DIRECTORS

I, _____, do hereby certify that I am the duly elected-appointed and qualified Secretary and the keeper of the records and corporate seal of _____ _____, a corporation organized and existing under the laws of _____ and that the following is a true and correct copy of certain resolutions duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with law and the by-laws of said corporation on the _____ day of _____, 19____, and that such resolutions are now in full force and effect:

BE IT RESOLVED, That the FORT WAYNE NATIONAL BANK be and hereby is designated a depositary in which the funds of this corporation may be deposited by its officers, agents and employees and that the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary or any other officer of this corporation be and hereby is authorized to open an account or acounts with said bank and to make such arrangements for the conduct thereof as to him/her shall seem proper and to endorse and deposit with said bank negotiable instruments and orders for the payment of money which endorsements may be made in writing or by a stamp and without designation of the person so endorsing.

AND BE IT FURTHER RESOLVED, That any _____ of the following: The President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or

_____

_____

_____

(Use blank spaces for additional titles or to authorize counter signatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign.)

of this corporation be authorized to sign checks withdrawing funds from said account or accounts and that the said Fort Wayne National Bank be and hereby is authorized and directed to honor, pay and charge to any account or accounts of this corporation all checks and orders for the payment of money so drawn when so signed without inquiring as to the circumstances of their issue or the disposition of their proceeds, whether such checks be payable to the order of or endorsed or negotiated by an officer or person signing them, or any of said officers or persons in their individual capacities or not, and whether they are deposited to the individual credit of any officer or person signing them or of any of the other officers or persons or not, and

To endorse for negotiation, negotiate and receive the proceeds of any negotiable instruments or orders for the payment of money payable to or belonging to this corporation.

AND BE IT FURTHER RESOLVED, That the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or _____

_____

is hereby authorized to delegate the authority to endorse for negotiation, negotiate and receive the proceeds of any negotiable instruments or orders for the payment of money payable to or belonging to this corporation and to sign checks withdrawing funds from said account or accounts, for such period or periods of time as he/she may in his/her discretion deem advisable, to any other officer or employee of this corporation, and the said bank, upon receiving notice in writing of such delegation of authority, is hereby authorized and directed to honor, pay and charge to any account or accounts of this corporation all checks and orders for the payment of money so drawn, when signed by such officer or employee to whom such authority has been so delegated and without inquiring as to the circumstances of their issue or disposition of their proceeds, in the same manner and with the same effect as though such checks or orders were signed by one of the officers or persons specifically enumerated above.

AND BE IT FURTHER RESOLVED, That any _____ of the following: The President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or _____

_____

_____

(Use blank spaces for additional titles or to authorize counter signatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign.)

of this corporation be authorized upon such terms and conditions as to him/her-them shall seem proper:

To borrow money and incur liabilitiies for, on behalf and in the name of this corporation, to sell or discount its bills and accounts receivable, to enter into, make, sign and deliver repurchase agreements, to sign, execute and deliver acceptances and promissory notes and/or other obligations of this corporation for such amounts, for such time, at such rate of interest or discount as to him/her-them shall seem proper, and

To sign, execute and deliver applications and contracts for letters of credit and travelers' checks and guaranties thereof containing such provisions as to him/her-them shall seem proper, and

To pledge, endorse, guarantee assign, transfer and/or deliver the bills and accounts receivable, bills of lading, warehouse receipts, stocks, bonds or other property of this corporation as security for any moneys borrowed and as security for any liability incurred or to be incurred by this corporation in connection with any acceptance, note, letter of credit, guaranty, trust receipt or otherwise, and

To sell, transfer and endorse for sale or for transfer any and all securities and to identify and/or guarantee signatures and endorsements thereon, or on bond and/or stock powers of attorney executed in connection therewith, and

To withdraw, receive and receipt for and to withdraw upon trust receipt on the responsibility of, and at the risk of this corporation, and to sign orders for the withdrawal, substitution and/or exchange of any and all collateral, securities, or property pledged, assigned, transferred or otherwise held for its account. Such withdrawals, substitutions or exchanges may also be made by the bearer of any order, receipt or request so signed.

AND BE IT FURTHER RESOLVED, That each of the aforementioned officers, or persons, authorized to act for this corporation in any case aforesaid shall be and hereby is further authorized, without the concurrence of any officer or person:

To identify, approve and/or guarantee the endorsement of any payee or endorser on any checks or drafts drawn by this corporation, and

To waive presentment, demand, protest and/or notice of dishonor or protest and to give instructions in regard to the handling or delivery of any negotiable or non-negotiable papers or documents inolved in any of said transactions, and

To act for this corporation in the transaction of all other business for its account with Fort Wayne National Bank.

AND BE IT FURTHER RESOLVED, That the Secretary or any other officer of this corporation be and hereby is authorized to certify to said bank a copy of these resolutions and the names and signatures of this corpration's officers or employees thereby authorized to act in the premises, and said bank is hereby authorized to rely upon such certificate until formally advised by a like certificate of any changes therein, and is authorized to rely on any such additional certificates.

IN WITNESS WHEREOF, I have affixed my name as Secretary,

this _____ day of _____, 19 _____

_____
SECRETARY

I, _____, a Director of said corporation, do hereby certify that the foregoing is a correct copy of certain resolutions passed as therein set forth.

_____
DIRECTOR

The foregoing should be signed by the Secretary and by some Director not authorized to sign in the ordinary course of business.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims March 13, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $313,569.62 on March 13, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
03/13/92	gross $191,477.38	net	139,535.88
03/13/92	Payroll taxes (electronic transfer)		54,881.81
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 03/06/92	#44203-44207		11,918.55
Dated 03/13/92	#44209-44356		107,233.38
Manual Checks(s)			0.00
Less VOIDS: #			0.00
Accounts Payable Check Batches Subtotal:			119,151.93
Grand Total		$	313,569.93

Mr. McMahan, Mr. Carmean, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Mary M. Koehlinger
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
March 26, 1992
3:00 p.m. - Pontiac Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of February 27, 1992, and meeting for approval of claims of March 13, 1992.

4. Financial report for February, 1992.

5. Approval of claims.

6. Public comment.

7. Report of director.

8. Committee reports.

9. Personnel.

10. Resolution No. 1992-6, "Resolution to Declare Certain Items of Equipment Surplus and to Approve the Disposition Thereof."

11. Resolution No. 1992-7, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant Under the Library Resources and Construction Act."

12. Strategic plan.

13. Other business.

14. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of March 26, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 26, 1992, at 3:00 p.m. at Pontiac branch library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, Mrs. Koehlinger, Mr. Coleman, and Mr. McMahan.

Absent: Ms. Knox.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of February 27, 1992, and the minutes of the approval of claims of March 13, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for February, 1992, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires				$0.00
Payroll				
	03/27/92	gross 194,529.43	net	141,188.89
	03/27/92	Payroll taxes (elect. transfer)		56,530.60
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 03/27/92	#44358-44362		3,320.62
	Dated 03/27/92	#44364-44650		230,490.93
	Manual Check (s)	#2964		1,186.00

Less VOIDS:	#44249	(2.50)
Accounts Payable Check Batches Subtotal:		234,995.05
Grand Total		$ 432,714.54

PUBLIC COMMENT

The board heard public comments from Mr. Larry Gilpin, who expressed his view that the card catalog should be maintained. Mr. Gilpin feels that many people are uncomfortable with computers and will not use the online catalog. He also pointed out that computers will inevitably be down from time to time, causing inconvenience and poor service for patrons.

Several board members responded briefly to some of Mr. Gilpin's remarks. Mr. Andorfer thanked Mr. Gilpin for his comments and assured him that the board would take his comments under advisement and issue a response in writing.

REPORT OF DIRECTOR

The public elevators in the main library will be undergoing modifications to bring them into compliance with the Americans with Disabilities Act.

A staff committee has been working with Mr. Hodell to develop a plan for rearranging the first floor catalog, Readers' Services, and Periodicals areas. The removal of the card catalog will require modifications to this space and the installation of additional OPAC terminals. This will present an excellent opportunity to redesign the space to make more efficient use of staff and provide more effective and convenient service to patrons.

Tri-ALSA has received a Library Services and Construction Act (LSCA) grant to create a CD-ROM union catalog of the holdings of the Tri-ALSA member libraries in Northeastern Indiana. The ACPL and other participating libraries will be asked to contribute catalog records for their holdings in machine readable form. For libraries that are not automated, the project will provide an opportunity to accomplish retrospective conversion of catalog records. For the ACPL, participation in the project will result in a CD-ROM catalog product that can be used as a back-up to the online catalog when our system is down. The board approved the ACPL's participation in the project.

Mr. Krull shared some correspondence from patrons who were pleaseed with the staff and services of the library.

Mr. Fortriede presented the second part of a statistical comparison of the ACPL to a group of libraries having approximately the same budgets as the ACPL, and another group of libraries having approximately the same

circulation. He followed this discussion with his usual report on circulation and service statistics for the month of February and the year to date.

PERSONNEL

On motion of Mr. McMahan, the following personnel actions were approved:

Appointment:			'92 bi-weekly
Eric Miller	Maintenance Technician Maintenance	#501	$686.93

Changes to Authorized Staffing Table:

Elise Brooks	Librarian II Cataloging Services	#544	$12.50 per hour 40 to 30 hours
Linda Chapman	Librarian II Art, Music, and Audio-Visual Services	#283	$12.63 per hour 30 to 40 hours

RESOLUTION TO DECLARE ITEMS OF EQUIPMENT SURPLUS

Mr. McMahan moved the adoption of Resolution No. 1992-6, "Resolution to Declare Certain Items of Equipment Surplus and to Approve the Disposition Thereof." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO APPROVE CONTRACT FOR A MAJOR URBAN RESOURCE LIBRARY GRANT

Mr. McMahan moved the adoption of Resolution No. 1992-7, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant Under the Library Resources and Construction Act." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADOPTION OF STRATEGIC PLAN

Mr. Carmean, chairman of the Long Range Planning Committee, presented the final draft of the library's strategic plan. Since the last board meeting, the Long Range Planning Committee held two open meetings at which the plan document was thoroughly discussed. Several changes were agreed to at these meetings and these are incorporated in the final draft. After discussion, on motion of Mr. Carmean, the strategic plan document was adopted as presented. Mr. Andorfer extended his thanks to the board and staff members who worked on the plan, and commended them for an outstanding job.

PROCESSING AND COPYING OF 1920 CENSUS MICROFILM

Mr. Krull outlined a project developed by the Genealogy Department designed to upgrade the quality of 1920 census microfilms to be acquired from the National Archives, and to acquire more than 10,000 additional microfilm titles for the library's collection. Under this program, the ACPL would send 1920 census silver halide microfilms (10,664 rolls) to the American Genealogical Lending Library (AGLL) in Bountiful, Utah, to be copied onto black diazo film. Black diazo film is much more durable and resistant to scratches than silver halide film, and therefore highly desirable for the ACPL.

The AGLL is in the business of renting and selling high quality copies of historical and genealogical microfilms to libraries, historians, and genealogists. The AGLL would keep the original silver halide films to make copies for their clients. The AGLL would also provide to the ACPL 10,664 rolls of microfilm, selected by the ACPL, from the AGLL inventory. The ACPL would end up with an upgraded set of 1920 census films (10,664 rolls), plus an additional 10,664 rolls of film selected from AGLL's stock.

An agreement to carry out the foregoing project has been drafted and reviewed by the library's legal counsel and insurance agent. The library has done business with the AGLL for many years and their service has been consistently excellent. ACPL census films would be shipped to the AGLL in installments, completely insured, and additional films would not be sent until a large percentage of black diazo film copies are received back from the AGLL.

After discussion, Mr. McMahan moved "that the agreement between the ACPL and the AGLL for copying 1920 census microfilms be approved, with the proviso that before it is executed by the director and the president, the director and president shall receive assurances from the library's insurance agent that adequate coverage is in force to protect the library's considerable interest in this valuable property." The motion carried.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:25 p.m.

C Shirley Gudersen
President

Mary Kaplan
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT February 29, 1992

A

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	February 29 1992	February 28 1991
ASSETS											
CASH ON DEPOSIT.....	63,547	18,132	72	190	0	18,938	0			100,879	444,417
CASH ON HAND.....	3,030									3,030	2,027
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	2,003,819		87,500	35,000	0	0	125,000			2,251,319	255,747
TAXES DUE FROM COUNTY GOVERNMENT.	0		0							0	0
ACCRUED INTEREST.....	810				0	57				868	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									87,572	87,572	103,833
AMT TO BE PROVIDED--RET OF DEBT..									10,367,428	10,367,428	10,926,167
AMT TO BE PROVIDED--VAC PAY LIAB.									266,026	266,026	258,710
AMT AVAILABLE IN CAP PROJ FUND...									18,996	18,996	197,715
TOTAL ASSETS	2,079,707	18,132	87,792	35,190	0	18,996	125,000	24,112,693	10,740,022	37,217,531	38,748,720
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	26	0			0	0			18,996	19,022	22
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	0
ACCRUED WAGES & BENEFITS.....	143,549								266,026	409,575	560,581
UNREMITTED WITHHOLDINGS.....	29,902									29,902	20,209
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(10)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,915,000	7,915,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE...	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,373,477	0	220	0	0	0	125,000	0	10,740,022	13,238,719	11,611,022
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES...	987,099	2,031	0	0	0	0	0	0	0	989,130	1,015,962
RESERVED - ARBITRAGE REBATE.						18,996				18,996	19,000
RESTRICTED-SPECIAL REVENUE..		16,101								16,101	15,233
DESIGNATED FOR DEBT SERVICE.			87,572		0					87,572	103,833
UNRESERVED.....	(1,280,869)			35,190	0	0	0			(1,245,679)	(564,214)
TOTAL FUND EQUITY	(293,770)	18,132	87,572	35,190	0	18,996	0	24,112,693	0	23,978,812	27,137,698
TOTAL LIABILITIES & FUND EQUITY	2,079,707	18,132	87,792	35,190	0	18,996	125,000	24,112,693	10,740,022	37,217,531	38,748,720

MODIFIED ACCRUAL
UNAUDITED
February 1992
COMR9202

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED February 29, 1992

02-Mar-92

B

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
				CAPITAL PROJECTS FUNDS				
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	LIRF	AUTOMATION	"89"	YEAR-TO-DATE Feb 29, 1992	YEAR-TO-DATE Feb 28, 1991
REVENUES:								
AUTO EXCISE TAX	0.00		0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00		0.00				0.00	0
INTANGIBLES TAX & COIT	118,202.50		0.00				118,202.50	160,353
USER FEES	65,670.09						65,670.09	56,297
INTERGOVERNMENTAL REVENUE	0.00						0.00	0
PARKING FEES	17,824.00						17,824.00	22,019
GIFTS & DONATIONS	2.56	7,476.48					7,479.04	600
INTEREST	18,737.70				0.00	117.24	18,854.94	16,522
OTHER REVENUES & PROCEEDS	8,950.04		0.00				8,950.04	13,171
TOTAL REVENUES	229,386.89	7,476.48	0.00	0.00	0.00	117.24	236,980.61	268,961
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	983,942.05	0.00					983,942.05	904,839
SUPPLIES	22,906.67	82.77			0.00		22,989.44	25,750
PROFESSIONAL SERVICES	8,766.40	0.00			0.00	0.00	8,766.40	68,298
COMMUNICATION & TRANSPORTATION	33,328.63	0.00			0.00		33,328.63	35,506
INSURANCE	72,268.00						72,268.00	49,222
UTILITY SERVICES	98,570.51						98,570.51	96,776
REPAIRS & MAINTENANCE	70,569.72				0.00		70,569.72	62,389
LEASING & MISCELLANEOUS SERVICES	22,325.20	0.00			0.00		22,325.20	27,874
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	75,576.70	2,377.15			0.00	0.00	77,953.85	14,813
LIBRARY MATERIALS	163,816.31	691.06			0.00	0.00	164,507.37	196,779
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAY INT			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	1,552,070.19	3,150.98	519,552.50	0.00	0.00	0.00	2,074,773.67	2,109,349
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,322,683.30)	4,325.50	(519,552.50)	0.00	0.00	117.24	(1,837,793.06)	(1,840,388)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,322,683.30)	4,325.50	(519,552.50)	0.00	0.00	117.24	(1,837,793.06)	(1,840,388)
FUND BALANCES-JANUARY 1,	1,028,913.03	13,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-Jan 31 '92	(293,770.27)	18,131.66	87,571.63	35,189.99	0.00	18,995.94	(133,881.05)	392,098

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GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 02/29/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	995,106	995,106		995106	0.00		0.00		0.00				995,106.00	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	0.00		0.00		0.00				8,106,618.00	
5103	INTANGIBLES TAX	93,259	93,259		93259	0.00		0.00		0.00				93,259.00	
5104	COUNTY INCOME TAX	709,215	709,215		709215	118,202.50		0.00		118,202.50				591,012.50	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	118,202.50		0.00	0.00	118,202.50				9,785,995.50	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	26,721.89				26,721.89				123,278.11	
5202	EXTENDED USE FEES	180,000	180,000		180000	38,568.00		0.00	0.00	38,568.00				141,432.00	
5203	FAX FEES	2,000	2,000		2000	380.20				380.20				1,619.80	
	TOTAL USER FEES	332,000	332,000	0.00	332000	65,670.09	0.00	0.00	0.00	65,670.09				266,329.91	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	0.00				0.00				48,180.00	
5303	CITY OPERATING GRANTS	0	0		0	59,282.43		59,282.43	0.00	0.00				0.00	
	TOTAL GRANTS	48,180	48,180	0.00	48180	59,282.43		59,282.43	0.00	0.00				48,180.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	7,102.76				7,102.76				(7,102.76)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	9,897.96				9,897.96				(9,897.96)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	423.28				423.28				(423.28)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	400.00		8,500.00	8,500.00	400.00				101,600.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	17,824.00		8,500.00	8,500.00	17,824.00				84,176.00	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	2.56				2.56				(2.56)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	17,927.58			810.12	18,737.70				21,262.30	
5701	ACPL PUBLICATIONS	100	100		100	11.00			0.00	11.00				89.00	
5702	RESEARCH SERVICES	14,000	14,000		14000	3,416.35				3,416.35				10,583.65	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	2,935.84		0.00	0.00	2,935.84				7,064.16	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	894.26				894.26				3,105.74	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	1,692.59				1,692.59				(1,692.59)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	8,950.04		0.00	0.00	8,950.04				19,149.96	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	287,859.20	0.00	67,782.43	9,310.12	229,386.89				10,225,091.11	

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	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	620,686.73	84.86%	174,000.37	74,603.10	521,289.46	87.29%		521,289.46	3,578,710.54	87.29%
1102	SALARIED OVERTIME	0	0		0	1,464.95	ERR			1,464.95	ERR		1,464.95	(1,464.95)	ERR
1103	SALARIED VACATION	0	0		0	37,015.58	ERR			37,015.58	ERR		37,015.58	(37,015.58)	ERR
1104	SALARIED SICK PAY	0	0		0	20,628.65	ERR			20,628.65	ERR		20,628.65	(20,628.65)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	1,884.70	ERR			1,884.70	ERR		1,884.70	(1,884.70)	ERR
1106	SALARIED HOLIDAY	0	0		0	44,183.04	ERR			44,183.04	ERR		44,183.04	(44,183.04)	ERR
1107	SALARIED JURY DUTY	0	0		0	256.19	ERR			256.19	ERR		256.19	(256.19)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	2,153.37	ERR			2,153.37	ERR		2,153.37	(2,153.37)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	6,862.36	ERR			6,862.36	ERR		6,862.36	(6,862.36)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	5,467.75	ERR			5,467.75	ERR		5,467.75	(5,467.75)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	740,603.32	81.94%	174,000.37	74,603.10	641,206.05	84.36%	0.00	641,206.05	3,458,793.95	84.36%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	190,514.85	81.68%	48,905.56	21,041.90	162,651.19	84.36%		162,651.19	877,348.81	84.36%
1202	HOURLY OVERTIME	0	0		0	662.13	ERR			662.13	ERR		662.13	(662.13)	ERR
1203	HOURLY VACATION	0	0		0	7,206.02	ERR			7,206.02	ERR		7,206.02	(7,206.02)	ERR
1204	HOURLY SICK PAY	0	0		0	547.92	ERR			547.92	ERR		547.92	(547.92)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,113.03				1,113.03			1,113.03	(1,113.03)	ERR
1206	HOURLY HOLIDAY	0	0		0	10,291.76	ERR			10,291.76	ERR		10,291.76	(10,291.76)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	617.48	ERR			617.48	ERR		617.48	(617.48)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	334.64	ERR			334.64	ERR		334.64	(334.64)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	211,287.83	79.68%	48,905.56	21,041.90	183,424.17	82.36%	0.00	183,424.17	856,575.83	82.36%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	2,198.11	78.02%			2,198.11	78.02%		2,198.11	7,801.89	78.02%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	2,198.11	78.02%	0.00	0.00	2,198.11	78.02%	0.00	2,198.11	7,801.89	78.02%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	954,089.26	81.47%	222,905.93	95,645.00	826,828.33	83.95%	0.00	826,828.33	4,323,171.67	83.95%
1501	EMPLOYER FICA	391,000	391,000		391000	71,690.22	81.66%	17,052.30	7,316.84	61,954.76	84.15%		61,954.76	329,045.24	84.15%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	580.00	88.40%			580.00	88.40%		580.00	4,420.00	88.40%
1503	EMPLOYER PERF	345,000	345,000		345000	42,399.51	87.71%	42,399.15	40,587.63	40,587.99	88.24%		40,587.99	304,412.01	88.24%
1504	GROUP INSURANCE	360,000	360,000		360000	53,990.97	85.00%	0.00		53,990.97	85.00%		53,990.97	306,009.03	85.00%
1505	DEDUCTIBLE REIMBURSEMENT	0	0							0					
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	168,660.70	84.68%	59,451.45	47,904.47	157,113.72	85.73%	0.00	157,113.72	943,886.28	85.73%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	1,122,749.96	82.04%	282,357.38	143,549.47	983,942.05	84.26%	0.00	983,942.05	5,267,057.95	84.26%

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** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	4,521.66	87.08%	2,015.98	0.00	2,505.68	92.84%	4,853.84	7,359.52	30,772.44	87.92%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	4,521.66	87.08%	2,015.98	0.00	2,505.68	92.84%	4,853.84	7,359.52	30,772.44	87.92%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	3,111.60	87.55%	0.00	0.00	3,111.60	87.55%	3,172.26	6,283.86	18,716.14	74.86%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	1,496.07	80.05%	666.73	6.88	836.22	88.85%	0.00	836.22	6,663.78	88.85%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	13,282.92	55.72%	11,867.66	0.00	1,415.26	95.28%	1,379.90	2,795.16	27,603.78	92.01%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	6,978.89	83.38%	1,092.71	0.00	5,886.18	85.99%	4,245.53	10,131.71	37,831.88	90.08%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	417.28	91.65%	6.43	0.00	410.85	91.78%	67.62	478.47	4,521.53	90.43%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	90.35	99.40%	39.64	0.00	50.71	99.66%	93.60	144.31	14,855.69	99.04%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	3,138.63	88.38%	222.70	0.00	2,915.93	89.20%	1,113.50	4,029.43	22,970.57	85.08%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	12,003.05	86.67%	7,474.87	7.63	4,535.81	94.96%	5,993.96	10,529.77	81,951.44	91.01%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	40,518.79	83.40%	21,370.74	14.51	19,162.56	92.15%	16,066.37	35,228.93	217,614.81	89.17%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	972.51	95.37%	92.27	2.12	882.36	95.80%	2,848.84	3,731.20	17,403.19	82.87%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	356.07	94.07%	0.00	0.00	356.07	94.07%	1,579.91	1,935.98	4,192.02	69.87%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	1,328.58	95.08%	92.27	2.12	1,238.43	95.41%	4,428.75	5,667.18	21,595.21	79.98%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	46,369.03	84.85%	23,478.99	16.63	22,906.67	92.52%	25,348.96	48,255.63	269,982.46	88.22%

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	1,200.00	85.00%	0.00	0.00	1,200.00	85.00%	8,150.00	9,350.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	4,487.50	-124.38%	0.00	0.00	4,487.50	-124.38%	0.00	4,487.50	(2,487.50)	-124.38%
3103	LEGAL SERVICES	4,000	4,000		4000	345.00	91.38%	315.00	0.00	30.00	99.25%	0.00	30.00	3,970.00	99.25%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	103.00	97.43%	0.00	0.00	103.00	97.43%	350.00	453.00	3,547.00	88.68%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	2,040.00	89.80%	340.00	0.00	1,700.00	91.50%	0.00	1,700.00	18,300.00	91.50%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	1,320.40	93.71%	74.50	0.00	1,245.90	94.07%	740.10	1,986.00	19,664.00	93.64%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	9,495.90	83.91%	729.50	0.00	8,766.40	85.14%	9,240.10	18,006.50	43,793.50	74.23%
3201	TELEPHONE SERVICE	110,000	110,000		110000	16,725.72	84.79%	3,819.80	0.00	12,905.92	88.27%	0.00	12,905.92	97,094.08	88.27%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	13,537.21	87.11%	729.62	1.89	12,809.48	87.80%	0.00	12,809.48	92,190.52	87.80%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	1,481.87	62.95%	53.90	0.00	1,427.97	64.30%	0.00	1,427.97	2,572.03	64.30%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	6,199.94	86.81%	40.00	7.50	6,167.44	86.88%	480.00	6,647.44	40,352.56	85.86%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	37,944.74	85.74%	4,643.32	9.39	33,310.81	87.48%	480.00	33,791	232,209	87.30%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	36.96	96.30%	19.14	0.00	17.82	98.22%	0.00	17.82	982.18	98.22%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	36.96	99.26%	19.14	0.00	17.82	99.64%	0.00	17.82	4,982.18	99.64%
3401	INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
3501	NATURAL GAS	165,000	165,000		165000	41,617.66	74.78%	2,901.31	0.00	38,716.35	76.54%	0.00	38,716.35	126,283.65	76.54%
3502	ELECTRICITY	450,000	450,000		450000	61,207.44	86.40%	4,209.85	0.00	56,997.59	87.33%	0.00	56,997.59	393,002.41	87.33%
3503	WATER & SEWER	14,000	14,000		14000	2,180.50	84.43%	1,180.93	0.00	999.57	92.86%	0.00	999.57	13,000.43	92.86%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	1,857.00	83.12%	0.00	0.00	1,857.00	83.12%	9,160.00	11,017.00	8.00	0.07%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	106,862.60	83.30%	8,292.09	0.00	98,570.51	84.60%	9,160.00	107,730.51	532,294.49	83.17%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	5,217.01	91.30%	810.98	0.00	4,406.03	92.66%	8,421.89	12,827.92	52,175.47	86.96%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	1,111.63	95.55%	731.00	0.00	380.63	98.48%	17,380.00	17,760.63	11,636.37	46.55%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	5,335.19	75.75%	87.00	0.00	5,248.19	76.14%	957.00	6,205.19	15,794.81	71.79%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	38,043.72	75.46%	0.00	0.00	38,043.72	75.46%	108,964.09	147,007.81	8,132.69	5.25%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	5,116.62	87.21%	583.82	0.00	4,532.80	88.67%	40,576.05	45,108.85	(1,789.51)	-4.47%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	3,258.86	85.19%	2,449.03	0.00	809.83	96.32%	591.09	1,400.92	20,988.95	95.40%
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	20,723.72	74.10%	3,575.20	0.00	17,148.52	78.56%	43,504.59	60,653.11	20,316.03	25.40%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	78,806.75	80.49%	8,237.03	0.00	70,569.72	82.53%	220,394.71	290,964.43	127,254.81	31.50%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	9,888.96	82.02%	1,854.59	0.00	8,034.37	85.39%	39,352.02	47,386.39	7,613.61	13.84%
	LEASING & RENTALS	55,000	55,000	0.00	55000	9,888.96	82.02%	1,854.59	0.00	8,034.37	85.39%	39,352.02	47,386.39	7,613.61	13.84%

ALLE[illegible]TY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 29, 1992

GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 02/29/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,230.80	6.99%	0.00	0.00	10,230.80	6.99%	0.00	10,230.80	769.20	6.99%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	1,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	1,264.80	97.47%	1,243.80	0.00	21.00	99.96%	962.54	983.54	49,508.23	99.02%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	12,712.16	86.62%	8,673.13	0.00	4,039.03	95.75%	9,792.42	13,831.45	81,319.79	85.60%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	24,207.76	86.32%	9,916.93	0.00	14,290.83	91.93%	10,754.96	25,045.79	152,597.22	86.21%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	339,511.67	80.27%	33,692.60	9.39	305,828.46	82.23%	289,381.79	595,210.25	1,143,477.00	66.44%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	76,924.08	53.38%	6,160.76	0.00	70,763.32	57.11%	7,823.75	78,587.07	157,741.28	95.60%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	5,544.00	97.98%	1,220.00	0.00	4,324.00	98.43%	284,445.00	288,769.00	(6,255.00)	-2.27%
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	489.38	99.38%	0.00	0.00	489.38	99.38%	3,057.99	3,547.37	75,665.00	96.38%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	83,707.31	84.46%	8,130.61	0.00	75,576.70	85.97%	295,326.74	370,903.44	247,151.28	45.90%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	130,301.53	92.10%	19,907.99	0.00	110,393.54	93.31%	305,922.80	416,316.34	1,343,970.43	81.45%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	39,284.14	88.78%	693.47	0.00	38,590.67	88.97%	4,565.25	43,155.92	310,709.33	88.77%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	15,940.43	91.74%	5,776.36	0.00	10,164.07	94.73%	35,188.43	45,352.50	164,021.66	84.99%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	9,658.58	81.43%	4,990.55	0.00	4,668.03	91.02%	31,365.11	36,033.14	16,000.00	30.77%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	195,184.68	91.31%	31,368.37	0.00	163,816.31	92.70%	377,041.59	540,857.90	1,834,701.42	81.72%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	278,891.99	89.98%	39,498.98	0.00	239,393.01	91.40%	672,368.33	911,761.34	2,081,852.70	74.79%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	1,787,522.65	83.84%	379,027.95	143,575.49	1,552,070.19	85.97%	987,099.08	2,539,169.27	8,762,370.11	79.21%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(1,499,663.45)		(311,245.52)	(134,265.37)	(1,322,683.30)		(987,099.08)	(2,539,169.27)	1,462,721.00	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 26, 1992)
)
A RESOLUTION TO DECLARE CERTAIN) No. 1992-6
ITEMS OF EQUIPMENT SURPLUS AND TO)
APPROVE THE DISPOSITION THEREOF)

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the equipment specified on the list appended hereto is hereby declared to be surplus and no longer needed for library use, and is to be sold or scrapped according to the procedures prescribed by law.

Adopted this 26th day of March, 1992.

C. Philip Andorfer
President

Mary Eckelberger
Secretary

Location	Bookmobile #	ID Number	License Plate Number	Make
Georgetown	# 1	P50BBVM95367	4198	Ford
Little Turtle	# 2	1GBE4TIT4BV1028188	39369	Ford
Little Turtle	# 3	PS321F616317	4179	Chevy
Shawnee	# 4	P606VD69252	4184	Ford
Truck Maint.	Spare	P50BVR94451	4177	Ford
Little Turtle	Sam	P50BYY68563	4187	Ford
Main Lib(TV)	# 7	P50BLG92789	4181	Ford

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 26, 1992)
)
RESOLUTION TO APPROVE A CONTRACT WITH THE) No. 1992-7
INDIANA STATE LIBRARY FOR ADMINISTRATION OF)
A MAJOR URBAN RESOURCE LIBRARY (MURL) GRANT)
UNDER THE LIBRARY SERVICES AND CONSTRUCTION)
ACT IN THE AMOUNT OF $15,167)

WHEREAS, The Allen County Public Library has been awarded a Major Urban Resource Library (MURL) grant under the Library Services and Construction Act in the amount of $15,167, to be administered under contract with the Indiana State Library, and said contract has been presented to this Board for its approval,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

1. Approval of the contract by the Board of Library Trustees, Allen County Public Library;

2. C. Philip Andorfer and Jeffrey R. Krull are hereby authorized to execute the contract for and on behalf of the Board of Library Trustees, Allen County Public Library.

Adopted this 26th day of March, 1992

C. Philip Andorfer
President

Mary M. Freeberg
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims April 10, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $402,242.10 on April 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
04/10/92	gross $192,033.84	net	139,435.58
04/10/92	Payroll taxes (electronic transfer)		55,808.30
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 04/10/92	#44652-44814		207,012.22
Manual Checks(s)	N/A		
Less VOIDS:	#44008		(14.00)
Accounts Payable Check Batches Subtotal:			206,998.22
Grand Total		$	402,242.10

Mr. McMahan, Mrs. Riley, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Marie Koehlinger

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
April 23, 1992
3:00 p.m. - Monroeville United Methodist Church

1. Roll call.

2. Adoption of the agenda.

3. Remarks by Mr. Roy Hosfield, vice president of Fort Wayne National Bank and chairman of Monroeville Redevelopment Committee.

4. Approval of minutes - regular meeting of February 26, 1992, and meeting for approval of claims of April 10, 1992.

5. Financial report for March, 1992.

6. Approval of claims.

7. Report of director.

8. Committee reports.

9. Personnel.

10. Plan for rearrangement of main library first floor.

11. Resolution No. 1992-8, "Resolution to Amend Library Policy on Fax Machines."

12. Other business.

    a. Vending machine fund.

    b. Proposal by Channel 10 to produce video cablecast of city council meetings.

13. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of April 23, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 23, 1992, at 3:00 p.m. at Monroeville United Methodist Church. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Koehlinger, and Mr. McMahan.

Absent: Ms. Knox, Mr. Coleman, Mrs. Riley.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of March 26, 1992, and the minutes of the approval of claims of April 10, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. McMahan, the financial report for March, 1992, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. McMahan, the claims were approved for payment.

Wires				$0.00
Payroll				
	04/24/92	gross 191,619.68	net	139,159.00
	04/24/92	Payroll taxes (elect. transfer)		55,893.88
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 04/24/92	#44816-45107		154,148.56
	Dated 04/24/92	#45107-45142		80,497.26
	Manual Check (s)	#2965		1,235.00
	Less VOIDS:	#44008		0.00
Accounts Payable Check Batches Subtotal:				235,880.82
Grand Total				$ 430,933.70

REMARKS BY MR. ROY HOSFIELD

Roy Hosfield, vice president of the Monroeville branch of Fort Wayne National Bank and chairman of the Monroeville Redevelopment Commission, addressed the board briefly. Mr. Hosfield commended the board for recent improvements to the Monroeville branch library, and praised Bonnie Nicklaus, Monroeville branch manager, for her outstanding service and involvement in the Monroeville community.

REPORT OF DIRECTOR

Mr. Krull reported on monthly and year-to-date service statistics and a number of other matters.

Dial-in service to the library's online public access catalog (OPAC) is now operational and has been well received by the public.

The library system will be closed on Friday, May 15, for staff development day. A full schedule of programs has been planned by this year's staff development day committee, chaired by Kathy Witwer, Georgetown branch manager.

Copying of 1920 census microfilms by the American Genealogical Lending Library in Bountiful, Utah, is progressing on schedule. All films should be copied and duplicates returned to the library for patron use by mid-May. The ACPL will be the first library in the country to have the full set of census microfilms available for public use.

Mr. Krull requested the board's approval to carry out a consulting project for a library in Ohio on his own time. On motion of Mrs. Koehlinger this approval was granted.

PERSONNEL

On motion of Mr. McMahan, the following personnel actions were approved:

Changes to the Authorized Staffing Table:

From:

Assistant Manager #401 Grade 6 $25,300.86 (range minimum $17,410.12) Young Adult Services

To:

Assistant Manager #401 Grade M5 $26,120.00

REARRANGEMENT OF MAIN LIBRARY FIRST FLOOR

Mr. Krull presented a plan for rearrangement of the first floor of the main library designed to make more effective use of staff and provide more convenient service for patrons. The main expense of the changes will be for re-wiring and cabling for OPAC terminals and CD-ROM work stations, OPAC furniture, and carpeting. Mr. Hodell has been the architectural consultant working on the project. After questions and discussion, on motion of Mr. McMahan the rearrangement plan was approved.

Mr. McMahan urged that careful thought be given to providing additional staff, at least for a transition period, to assist patrons with the OPAC once the card catalog is completely removed. The board agreed that making patrons feel comfortable with the new technology and helping them to use it effectively should receive the highest priority.

RESOLUTION TO AMEND LIBRARY POLICY ON FAX MACHINES

Mr. McMahan moved the adoption of Resolution No. 1992-8, "Resolution to Amend Library Policy on Fax Machines." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:35 p.m.

C. Sieg Anderson
President

Mary M. Freelinger
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT March 31, 1992

A

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	March 31 1992	March 31 1991
ASSETS											
CASH ON DEPOSIT.....	25,801	17,120	72	190	0	19,061	0			62,243	126,471
CASH ON HAND.....	3,691									3,691	3,207
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	1,461,652		87,500	35,000	0	0	125,000			1,709,152	22,225
TAXES DUE FROM COUNTY GOVERNMENT.	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	2,014
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									87,572	87,572	103,833
AMT TO BE PROVIDED--RET OF DEBT..									10,367,428	10,367,428	10,926,167
AMT TO BE PROVIDED--VAC PAY LIAB.									266,026	266,026	266,894
AMT AVAILABLE IN CAP PROJ FUND...									19,061	19,061	
TOTAL ASSETS	1,499,644	17,120	87,792	35,190	0	19,061	125,000	24,112,693	10,740,087	36,636,586	38,010,915
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	0	0			0	0			19,061	19,061	0
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	200,000
ACCRUED WAGES & BENEFITS.....	204,994								266,026	471,020	429,245
UNREMITTED WITHHOLDINGS.....	39,215									39,215	37,590
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(10)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,915,000	7,915,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE...	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,444,209	0	220	0	0	0	125,000	0	10,740,087	13,309,515	11,697,045
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES...	1,050,772	2,902	0	0	0	0	0	0	0	1,053,674	859,912
RESERVED - ARBITRAGE REBATE.						19,061				19,061	0
RESTRICTED-SPECIAL REVENUE..		14,219								14,219	16,595
DESIGNATED FOR DEBT SERVICE.			87,572		0					87,572	103,833
UNRESERVED.....	(1,995,336)			35,190	0	0	0			(1,960,146)	(1,214,355)
TOTAL FUND EQUITY	(944,564)	17,120	87,572	35,190	0	19,061	0	24,112,693	0	23,327,871	26,313,869
TOTAL LIABILITIES & FUND EQUITY	1,499,644	17,120	87,792	35,190	0	19,061	125,000	24,112,693	10,740,087	36,636,586	38,010,914

MODIFIED ACCRUAL
UNAUDITED
March 1992
COMR9203

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED March 31, 1992

16-Apr-92

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	Mar 31, 1992	Mar 31, 1991
REVENUES:								
AUTO EXCISE TAX	0.00		0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00		0.00				0.00	0
INTANGIBLES TAX & COIT	177,303.75		0.00				177,303.75	240,529
USER FEES	103,599.04						103,599.04	86,473
INTERGOVERNMENTAL REVENUE	40,320.66						40,320.66	0
PARKING FEES	26,530.00						26,530.00	35,083
GIFTS & DONATIONS	3.76	7,763.28					7,767.04	2,945
INTEREST	27,229.34				0.00	181.82	27,411.16	20,020
OTHER REVENUES & PROCEEDS	13,049.86		0.00				13,049.86	17,342
TOTAL REVENUES	388,037.21	7,763.28	0.00	0.00	0.00	181.82	395,982.31	402,391
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	1,489,480.31	0.00					1,489,480.31	1,383,995
SUPPLIES	52,693.96	186.93			0.00		52,880.89	59,606
PROFESSIONAL SERVICES	13,259.40	25.00			0.00	0.00	13,284.40	81,226
COMMUNICATION & TRANSPORTATION	54,183.21	0.00			0.00		54,183.21	61,915
INSURANCE	72,268.00						72,268.00	49,222
UTILITY SERVICES	145,929.22						145,929.22	128,776
REPAIRS & MAINTENANCE	99,258.10				0.00		99,258.10	78,185
LEASING & MISCELLANEOUS SERVICES	47,785.00	0.00			0.00		47,785.00	47,658
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	79,392.82	2,377.15			0.00	0.00	81,769.97	33,608
LIBRARY MATERIALS	307,264.61	1,860.19			0.00	0.00	309,124.80	317,600
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAY INT			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	2,361,514.63	4,449.27	519,552.50	0.00	0.00	0.00	2,885,516.40	2,868,893
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,973,477.42)	3,314.01	(519,552.50)	0.00	0.00	181.82	(2,489,534.09)	(2,466,502)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,973,477.42)	3,314.01	(519,552.50)	0.00	0.00	181.82	(2,489,534.09)	(2,466,502)
FUND BALANCES-JANUARY 1,	1,028,913.03	13,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-Mar 31 '92	(944,564.39)	17,120.17	87,571.63	35,189.99	0.00	19,060.52	(785,622.08)	(234,016)

March 92 unaudited
ER-03REV192

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1992

14-Apr-92
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GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 03/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	0.00		0.00		0.00				995,106.00	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	0.00		0.00		0.00				8,106,618.00	
5103	INTANGIBLES TAX	93,259	93,259		93259	0.00		0.00		0.00				93,259.00	
5104	COUNTY INCOME TAX	709,215	709,215		709215	177,303.75		0.00		177,303.75				531,911.25	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	177,303.75		0.00	0.00	177,303.75				9,726,894.25	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	43,092.70				43,092.70				106,907.30	
5202	EXTENDED USE FEES	180,000	180,000		180000	59,830.56		0.00	0.00	59,830.56				120,169.44	
5203	FAX FEES	2,000	2,000		2000	675.78				675.78				1,324.22	
	TOTAL USER FEES	332,000	332,000	0.00	332000	103,599.04	0.00	0.00	0.00	103,599.04				228,400.96	
5301	FEDERAL OPERATING GRANTS	0	0		0	35,654.00				35,654.00				(35,654.00)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	3,000.00				3,000.00				45,180.00	
5303	CITY OPERATING GRANTS	0	0		0	59,282.43		59,282.43	0.00	0.00				0.00	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	99,603.09		59,282.43	0.00	40,320.66				7,859.34	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	10,820.05				10,820.05				(10,820.05)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	14,633.77				14,633.77				(14,633.77)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	676.98				676.98				(676.98)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	400.00		8,500.00	8,500.00	400.00				101,600.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	26,530.80		8,500.00	8,500.00	26,530.80				75,469.20	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	3.76				3.76				(3.76)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	27,229.34			0.00	27,229.34				12,770.66	
5701	ACPL PUBLICATIONS	100	100		100	54.35			0.00	54.35				45.65	
5702	RESEARCH SERVICES	14,000	14,000		14000	4,748.86				4,748.86				9,251.14	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	4,557.85		0.00	0.00	4,557.85				5,442.15	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	1,105.56				1,105.56				2,894.44	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	2,583.24				2,583.24				(2,583.24)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	13,049.86		0.00	0.00	13,049.86				15,050.14	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	447,319.64	0.00	67,782.43	8,500.00	388,037.21				10,066,440.79	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 03/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	886,593.98	78.38%	174,000.37	107,250.00	819,843.61	80.00%		819,843.61	3,280,156.39	80.00%
1102	SALARIED OVERTIME	0	0		0	1,759.14	ERR			1,759.14	ERR		1,759.14	(1,759.14)	ERR
1103	SALARIED VACATION	0	0		0	56,112.52	ERR			56,112.52	ERR		56,112.52	(56,112.52)	ERR
1104	SALARIED SICK PAY	0	0		0	28,073.48	ERR			28,073.48	ERR		28,073.48	(28,073.48)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	2,792.32	ERR			2,792.32	ERR		2,792.32	(2,792.32)	ERR
1106	SALARIED HOLIDAY	0	0		0	44,183.04	ERR			44,183.04	ERR		44,183.04	(44,183.04)	ERR
1107	SALARIED JURY DUTY	0	0		0	332.96	ERR			332.96	ERR		332.96	(332.96)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	2,181.48	ERR			2,181.48	ERR		2,181.48	(2,181.48)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	9,005.10	ERR			9,005.10	ERR		9,005.10	(9,005.10)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	7,582.20	ERR			7,582.20	ERR		7,582.20	(7,582.20)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	1,038,616.22	74.67%	174,000.37	107,250.00	971,865.85	76.30%	0.00	971,865.85	3,128,134.15	76.30%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	272,771.48	73.77%	48,905.56	30,250.00	254,115.92	75.57%		254,115.92	785,884.08	75.57%
1202	HOURLY OVERTIME	0	0		0	969.13	ERR			969.13	ERR		969.13	(969.13)	ERR
1203	HOURLY VACATION	0	0		0	9,241.79	ERR			9,241.79	ERR		9,241.79	(9,241.79)	ERR
1204	HOURLY SICK PAY	0	0		0	922.37	ERR			922.37	ERR		922.37	(922.37)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,113.03				1,113.03			1,113.03	(1,113.03)	ERR
1206	HOURLY HOLIDAY	0	0		0	10,615.18	ERR			10,615.18	ERR		10,615.18	(10,615.18)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	889.80	ERR			889.80	ERR		889.80	(889.80)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	524.42	ERR			524.42	ERR		524.42	(524.42)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	297,047.20	71.44%	48,905.56	30,250.00	278,391.64	73.23%	0.00	278,391.64	761,608.36	73.23%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	4,432.65	55.67%			4,432.65	55.67%		4,432.65	5,567.35	55.67%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	4,432.65	55.67%	0.00	0.00	4,432.65	55.67%	0.00	4,432.65	5,567.35	55.67%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	1,340,096.07	73.98%	222,905.93	137,500.00	1,254,690.14	75.64%	0.00	1,254,690.14	3,895,309.86	75.64%
1501	EMPLOYER FICA	391,000	391,000		391000	100,728.25	74.24%	17,052.30	10,518.75	94,194.70	75.91%		94,194.70	296,805.30	75.91%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	2,263.85	54.72%			2,263.85	54.72%		2,263.85	2,736.15	54.72%
1503	EMPLOYER PERF	345,000	345,000		345000	42,399.51	87.71%	42,399.15	56,975.24	56,975.60	83.49%		56,975.60	288,024.40	83.49%
1504	GROUP INSURANCE	360,000	360,000		360000	81,311.52	77.41%	0.00		81,311.52	77.41%		81,311.52	278,688.48	77.41%
1505	DEDUCTIBLE REIMBURSEMENT	0	0							44.50					
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	226,703.13	79.41%	59,451.45	67,493.99	234,790.17	78.67%	0.00	234,745.67	866,254.33	78.68%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	1,566,799.20	74.94%	282,357.38	204,993.99	1,489,480.31	76.17%	0.00	1,489,435.81	4,761,564.19	76.17%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1992

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** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	10,890.84	68.88%	2,015.98	0.00	8,874.86	74.64%	3,740.66	12,615.52	25,516.44	72.90%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	10,890.84	68.88%	2,015.98	0.00	8,874.86	74.64%	3,740.66	12,615.52	25,516.44	72.90%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	4,751.70	80.99%	0.00	0.00	4,751.70	80.99%	3,237.85	7,989.55	17,010.45	63.04%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	2,167.39	71.10%	666.73	0.00	1,500.66	79.99%	0.00	1,500.66	5,999.34	79.99%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	14,672.06	51.09%	11,867.66	0.00	2,804.40	90.65%	1,143.70	3,948.10	26,450.84	86.17%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	10,944.65	73.94%	1,092.71	0.00	9,851.94	76.54%	2,368.63	12,220.57	35,743.02	85.10%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	565.27	88.69%	6.43	0.00	558.84	88.82%	67.62	626.46	4,373.54	87.47%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	121.44	99.19%	39.64	0.00	81.80	99.45%	2,871.68	2,953.48	12,046.52	80.31%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	4,174.69	84.54%	222.70	0.00	3,951.99	85.36%	662.81	4,614.80	22,385.20	82.91%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	22,432.30	75.09%	7,474.87	0.00	14,957.43	83.39%	6,101.10	21,058.53	71,422.68	79.31%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	59,829.50	75.48%	21,370.74	0.00	38,458.76	84.24%	16,453.39	54,912.15	197,931.59	81.10%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	3,750.19	82.14%	92.27	0.00	3,657.92	82.58%	9,258.64	12,916.56	8,217.83	39.13%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	1,702.42	71.63%	0.00	0.00	1,702.42	71.63%	642.78	2,345.20	3,782.80	63.05%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	5,452.61	79.81%	92.27	0.00	5,360.34	80.15%	9,901.42	15,261.76	12,000.63	44.45%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	76,172.95	75.11%	23,478.99	0.00	52,693.96	82.78%	30,095.47	82,789.43	235,448.66	76.93%

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	3,987.50	50.16%	0.00	0.00	3,987.50	50.16%	6,550.00	10,537.50	(387.50)	-4.84%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	4,487.50	-124.38%	0.00	0.00	4,487.50	-124.38%	0.00	4,487.50	(2,487.50)	-124.38%
3103	LEGAL SERVICES	4,000	4,000		4000	370.00	90.75%	315.00	0.00	55.00	98.63%	0.00	55.00	3,945.00	98.63%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	128.00	96.80%	0.00	0.00	128.00	96.80%	350.00	478.00	3,522.00	88.05%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	3,264.00	83.68%	340.00	0.00	2,924.00	85.38%	0.00	2,924.00	17,076.00	85.38%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	1,751.90	91.66%	74.50	0.00	1,677.40	92.01%	1,070.86	2,748.26	18,901.74	90.01%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	13,988.90	76.29%	729.50	0.00	13,259.40	77.53%	7,970.86	21,230.26	40,569.74	65.7[illegible]%
3201	TELEPHONE SERVICE	110,000	110,000		110000	25,246.62	77.05%	3,819.80	0.00	21,426.82	80.52%	0.00	21,426.82	88,573.18	80.52%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	22,702.68	78.38%	729.62	0.00	21,973.06	79.07%	0.00	21,973.06	83,026.94	79.07%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	1,481.87	62.95%	53.90	0.00	1,427.97	64.30%	0.00	1,427.97	2,572.03	64.30%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	9,377.54	80.05%	40.00	0.00	9,337.54	80.13%	480.00	9,817.54	37,182.46	79.11%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	58,808.71	77.89%	4,643.32	0.00	54,165.39	79.64%	480.00	54,645	211,355	79.46%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	36.96	96.30%	19.14	0.00	17.82	98.22%	0.00	17.82	982.18	98.22%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	36.96	99.26%	19.14	0.00	17.82	99.64%	0.00	17.82	4,982.18	99.64%
3401	INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
3501	NATURAL GAS	165,000	165,000		165000	57,485.72	65.16%	2,901.31	0.00	54,584.41	66.92%	0.00	54,584.41	110,415.59	66.92%
3502	ELECTRICITY	450,000	450,000		450000	90,701.84	79.84%	4,209.85	0.00	86,491.99	80.78%	0.00	86,491.99	363,508.01	80.78%
3503	WATER & SEWER	14,000	14,000		14000	3,184.75	77.25%	1,180.93	0.00	2,003.82	85.69%	0.00	2,003.82	11,996.18	85.69%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	2,849.00	74.10%	0.00	0.00	2,849.00	74.10%	8,244.00	11,093.00	(68.00)	-0.62%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	154,221.31	75.90%	8,292.09	0.00	145,929.22	77.20%	8,244.00	154,173.22	485,851.78	75.91%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	11,686.79	80.52%	810.98	0.00	10,875.81	81.87%	2,990.90	13,866.71	51,136.68	85.23%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	9,131.23	63.48%	731.00	0.00	8,400.23	66.40%	11,463.41	19,863.64	9,533.36	36.13%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	6,438.99	70.73%	87.00	0.00	6,351.99	71.13%	16,059.00	22,410.99	(410.99)	-1.87%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	38,880.22	74.92%	0.00	0.00	38,880.22	74.92%	108,848.59	147,728.81	7,411.69	4.78%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	9,164.75	77.09%	583.82	0.00	8,580.93	78.55%	34,547.20	43,128.13	191.21	0.48%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	4,126.87	81.24%	2,449.03	0.00	1,677.84	92.37%	0.00	1,677.84	20,712.03	94.15%
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	28,066.28	64.92%	3,575.20	0.00	24,491.08	69.39%	39,108.33	63,599.41	17,369.73	21.71%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	107,495.13	73.39%	8,237.03	0.00	99,258.10	75.43%	213,017.43	312,275.53	105,943.71	26.22%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	16,130.70	70.67%	1,854.59	0.00	14,276.11	74.04%	33,628.19	47,904.30	7,095.70	12.90%
	LEASING & RENTALS	55,000	55,000	0.00	55000	16,130.70	70.67%	1,854.59	0.00	14,276.11	74.04%	33,628.19	47,904.30	7,095.70	12.90%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 03/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,255.80	6.77%	0.00	0.00	10,255.80	6.77%	0.00	10,255.80	744.20	6.77%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	22,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	1,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	11,148.00	77.70%	1,243.80	0.00	9,904.20	80.19%	6,766.82	16,671.02	33,820.75	67.64%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	22,022.02	76.82%	8,673.13	0.00	13,348.89	85.95%	8,456.06	21,804.97	73,346.27	77.21%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	43,425.82	75.47%	9,916.93	0.00	33,508.89	81.07%	15,222.90	48,731.79	128,911.22	72.83%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	466,375.53	72.90%	33,692.60	0.00	432,682.93	74.86%	278,563.38	711,246.31	1,027,440.94	59.70%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	79,712.03	51.69%	6,160.76	0.00	73,551.27	55.42%	7,037.80	80,589.07	155,739.28	94.39%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	5,544.00	97.98%	1,220.00	0.00	4,324.00	98.43%	286,531.00	290,855.00	(8,341.00)	-3.03%
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	1,517.55	98.07%	0.00	0.00	1,517.55	98.07%	62,644.21	64,161.76	15,050.61	19.17%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	87,523.43	83.75%	8,130.61	0.00	79,392.82	85.26%	356,213.01	435,605.83	182,448.89	33.88%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	218,576.98	86.75%	19,907.99	0.00	198,668.99	87.96%	317,414.71	516,083.70	1,244,203.07	75.41%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	73,599.45	78.97%	693.47	0.00	72,905.98	79.17%	4,880.25	77,786.23	276,079.02	78.88%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	30,161.45	84.37%	5,776.36	0.00	24,385.09	87.37%	38,823.39	63,208.48	146,165.68	75.73%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	16,295.10	68.66%	4,990.55	0.00	11,304.55	78.26%	24,781.77	36,086.32	15,946.82	30.67%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	338,632.98	84.92%	31,368.37	0.00	307,264.61	86.31%	385,900.12	693,164.73	1,682,394.59	74.94%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	426,156.41	84.69%	39,498.98	0.00	386,657.43	86.11%	742,113.13	1,128,770.56	1,864,843.48	67.00%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	2,535,504.09	77.08%	379,027.95	204,993.99	2,361,514.63	78.65%	1,050,771.98	3,412,242.11	7,889,297.27	71.32%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(2,088,184.45)		(311,245.52)	(196,493.99)	(1,973,477.42)		(1,050,771.98)	(3,412,242.11)	2,177,143.52	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

April 23, 1992	)	
	)	
RESOLUTION TO AMEND THE LIBRARY'S	)	No. 1992-8
POLICY ON FAX MACHINES	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following policy on fax machines, be amended to read as follows:

The Allen county Public Library provides fax machines for obtaining or distributing information for library purposes. Use of fax machines by patrons for non-library use is not permitted.

The library will absorb all costs, as necessary, for incoming or outgoing material when that material is received or sent for purposes related to the administration of the library. Examples of such use include, but are not limited to: obtaining material for the collection, exchanges of materials or information with other libraries, materials sent to or from consultants, architects, or suppliers, and materials related to ALA, ILF, or similar professional organization work by staff.

The library will absorb costs, as necessary, for obtaining library-related materials for patrons, subject to such limitation on total cost for obtaining materials as may be established, from time to time, by the board. Examples of patron use include, but are not limited to, document delivery and interlibrary loan. Staff will assist with operation of the machines to assure proper operation and efficient use of connect time and supplies. Staff members are expected to guide patrons to the most effective method for obtaining the needed materials.

Adopted this 23rd day of April, 1992.

C Philip Lindsey

President

Mary Kochendorfer

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims May 8, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $423,916.66 on May 8, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
05/08/92	gross $190,032.94	net	137,974.89
05/08/92	Payroll taxes (electronic transfer)		55,429.11
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 05/08/92	#45144-45295		229,436.66
Manual Checks(s)	#2966		1,076.00
Less VOIDS:			
Accounts Payable Check Batches Subtotal:			230,512.66
Grand Total		$	423,916.66

Mr. Coleman, Mrs. Koehlinger, Mr. McMahan, and Mr. Andorfer approved and signed the register of claims as presented by the director.

Mary M. Koehlinger
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
May 28, 1992
3:00 p.m. - Harlan Elementary School

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of April 23, 1992, and meeting for approval of claims of May 8, 1992.

4. Financial report for April, 1992.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Resolution No. 1992-9, "Resolution to Amend the Allen County Public Library Flexible Benefit Plan."

10. Resolution No. 1992-10, "Resolution Creating an Employee Activity Fund."

11. Other business.

12. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of May 28, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 28, 1992, at 3:00 p.m. at Harlan Elementary School. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Koehlinger, Mrs. Riley, Ms. Knox and Mr. McMahan.

Absent: Mr. Coleman.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. McMahan, the minutes of the regular meeting of April 23, 1992, and the minutes of the approval of claims of May 8, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. McMahan, the financial report for April, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires				$0.00
Payroll				
	05/22/92	gross 195,103.07	net	141,779.26
	05/28/92	Payroll taxes (elect. transfer)		56,859.31
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 05/22/92	#45297-45307		22,837.92
	Dated 05/28/92	#45309-45624		173,008.75
	Dated 05/29/92	#45626-45658		25,299.99
	Manual Check (s)	#2968		852.00

Less VOIDS:	#44008	(19.95)
Accounts Payable Check Batches Subtotal:		221,978.71
Grand Total		$ 420,617.28

REPORT OF DIRECTOR

A one-week survey of patrons using the Genealogy Department has been completed. During the week of the survey patrons from twenty states estimated that they spent approximately $27,000.00 in the Fort Wayne area for lodging, food, and related expenses. Using the Convention and Visitors' Bureau's multiplier factor of five, survey results indicate that the Genealogy Department has an annualized economic impact on the local community in excess of $7 million. The survey will be repeated later this summer.

The library's employee assistance program was used by seven individuals who scheduled a total of seventeen consultations with Weber & Associates in the first quarter of this year. The program has been well received by the staff.

The upgrade of the CLSI system to new 2-gigabyte disk drives was completed in less than three days. Five days had been planned for the work.

The staff Long Range Planning Committee has continued to meet to oversee the implementation of the strategies set forth in the plan. Each strategy has been assigned to an organizational unit which will be responsible for its implementation, with the Long Range Planning Committee acting as the coordinating body.

The second annual ACPL Storytelling Festival will be held June 19-20, with the main event scheduled for 7:30 p.m. June 19 at the Foellinger Outdoor Theater.

Staff Development Day was held May 15 and received very positive reviews from the staff. A service recognition program was initiated as pins were awarded to each staff member representing years of service to the library.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of April and the year to date.

REPORT OF LONG RANGE PLANNING COMMITTEE

Mr. Carmean reported on a three-phase proposal to upgrade the library's telephone system. The upgrade would involve (1) increasing the capacity of the central switch, (2) installing an automated attendant system, and (3) adding a voice mail facility. The upgrade would be less expensive than a complete replacement of the telephone system and will provide needed features at this time. The automated attendant and voice mail

systems will be compatible with new equipment when replacement of the central switch becomes necessary. Mr. Carmean recommended that the proposed upgrade be implemented as a short-term solution to current telephone communication bottlenecks and messaging problems. The upgrade would be installed by KLF, the library's telephone system vendor. He cautioned that further investments in the library's telecommunications infrastructure will be necessary in the future to make use of state-of-the art technology for voice and data transmission. A detailed upgrade proposal will be prepared by KLF and presented to the board for approval.

PERSONNEL

Changes to the Authorized Staffing Table - New Positions:

On motion of Mr. McMahan, the following personnel actions were approved:

Appointments:			'92 bi-weekly
Shirley Glover	Troubleshooter Circulation Services	#469	$541.16
Kristen Shaw	Troubleshooter Circulation Services	#469	$541.16
Cameron Holtzman	Housekeeper Housekeeping Services	#473	$476.93
Christine Burnard	Branch Assistant Aboite Branch	#063	$552.00

Branch assistant floater	#101	.5fte	$6.76 hourly	$7030.40 annually
Branch assistant floater	#102	.5fte	$6.76 hourly	$7030.40 annually
Branch shelver	#070	.5fte	$5.50 hourly	$5720.00 annually
Dupont Branch assistant	#090	.5fte	$6.76 hourly	$7030.40 annually
First Contact Desk assistant	#273	.5fte	$6.76 hourly	$7030.40 annually
First Contact Desk assistant	#274	.5fte	$6.76 hourly	$7030.40 annually

RESOLUTION TO AMEND LIBRARY FLEXIBLE BENEFIT PLAN

Mr. McMahan moved the adoption of Resolution No. 1992-9, "Resolution to Amend the Allen County Public Library Flexible Benefit Plan." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION CREATING EMPLOYEE ACTIVITY FUND

Mr. Carmean moved the adoption of Resolution No. 1992-10, "Resolution Creating an Employee Activity Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:52 p.m.

C. Philip Andanyer
President

Mary M. Kellenger
Secretary

A

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			TRUST &	GENERAL	GENERAL LONG-	April 30	April 30
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	AGENCY	FIXED ASSETS	TERM DEBT	1992	1991
ASSETS											
CASH ON DEPOSIT.....	7,787	13,484	29,553	190	0	19,119	0			70,134	181,820
CASH ON HAND.....	2,255									2,255	2,340
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	1,015,858		87,500	35,000	0	0	125,000			1,263,358	237,831
TAXES DUE FROM COUNTY GOVERNMENT.	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									117,053	117,053	202,076
AMT TO BE PROVIDED--RET OF DEBT..									10,337,947	10,337,947	10,827,924
AMT TO BE PROVIDED--VAC PAY LIAB.									268,452	268,452	266,435
AMT AVAILABLE IN CAP PROJ FUND...									19,119	19,119	
TOTAL ASSETS	1,034,400	13,484	117,273	35,190	0	19,119	125,000	24,112,693	10,742,571	36,199,731	38,278,530
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	0	0			0	0			19,119	19,119	7
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	1,000,000
ACCRUED WAGES & BENEFITS.....	193,856								268,452	462,308	423,485
UNREMITTED WITHHOLDINGS.....	15,460									15,460	15,342
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(15)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,915,000	7,915,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE...	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,409,317	0	220	0	0	0	125,000	0	10,742,571	13,277,108	12,469,039
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,804
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES...	1,018,722	3,200	0	0	0	0	0	0	0	1,021,922	815,826
RESERVED - ARBITRAGE REBATE.						19,119				19,119	0
RESTRICTED-SPECIAL REVENUE..		10,284								10,284	(4,317)
DESIGNATED FOR DEBT SERVICE.			117,053		0					117,053	202,076
UNRESERVED.....	(2,393,639)			35,190	0	0	0			(2,358,449)	(1,751,977)
TOTAL FUND EQUITY	(1,374,917)	13,484	117,053	35,190	0	19,119	0	24,112,693	0	22,922,623	25,809,492
TOTAL LIABILITIES & FUND EQUITY	1,034,400	13,484	117,273	35,190	0	19,119	125,000	24,112,693	10,742,571	36,199,731	38,278,531

MODIFIED ACCRUAL
UNAUDITED
April 1992
CONR9204

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED April 30, 1992

21-May-92

B

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	'89'	Apr 30, 1992	Apr 30, 1991
REVENUES:								
AUTO EXCISE TAX	234,336.86		29,481.54				263,818.40	169,163
REAL PROPERTY TAX LEVY	0.00		0.00				0.00	0
INTANGIBLES TAX & COIT	239,568.65		0.00				239,568.65	320,705
USER FEES	139,717.63						139,717.63	120,169
INTERGOVERNMENTAL REVENUE	47,929.02						47,929.02	0
PARKING FEES	35,237.10						35,237.10	48,271
GIFTS & DONATIONS	33.11	8,212.28					8,245.39	3,346
INTEREST	33,986.03				0.00	240.59	34,226.62	22,669
OTHER REVENUES & PROCEEDS	17,074.81		0.00				17,074.81	22,860
TOTAL REVENUES	747,883.21	8,212.28	29,481.54	0.00	0.00	240.59	785,817.62	707,184
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	1,975,624.65	0.00					1,975,624.65	1,854,993
SUPPLIES	81,826.48	3,482.51			0.00		85,308.99	78,609
PROFESSIONAL SERVICES	14,636.16	25.00			0.00	0.00	14,661.16	93,294
COMMUNICATION & TRANSPORTATION	77,069.39	0.00			0.00		77,069.39	88,010
INSURANCE	72,268.00						72,268.00	91,606
UTILITY SERVICES	173,821.70						173,821.70	171,658
REPAIRS & MAINTENANCE	157,733.12				0.00		157,733.12	90,411
LEASING & MISCELLANEOUS SERVICES	68,253.91	0.00			0.00		68,253.91	63,535
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	105,158.61	2,377.15			0.00	0.00	107,535.76	62,594
LIBRARY MATERIALS	425,320.38	2,649.95			0.00	0.00	427,970.33	456,256
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAY INT			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	3,151,712.40	8,534.61	519,552.50	0.00	0.00	0.00	3,679,799.51	3,678,063
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,403,829.19)	(322.33)	(490,070.96)	0.00	0.00	240.59	(2,893,981.89)	(2,970,879)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(2,403,829.19)	(322.33)	(490,070.96)	0.00	0.00	240.59	(2,893,981.89)	(2,970,879)
FUND BALANCES-JANUARY 1,	1,028,913.03	13,806.16	607,124.13	35,189.99	0.00	16,873.70	1,703,912.01	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-Apr 30 '92	(1,374,916.16)	13,483.83	117,053.17	35,189.99	0.00	17,117.29	(1,190,069.88)	(738,392)

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	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	234,336.86		0.00		234,336.86				760,769.14	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	0.00		0.00		0.00				8,106,618.00	
5103	INTANGIBLES TAX	93,259	93,259		93259	0.00		0.00		0.00				93,259.00	
5104	COUNTY INCOME TAX	709,215	709,215		709215	239,568.65		0.00		239,568.65				469,646.35	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	473,905.51		0.00	0.00	473,905.51				9,430,292.49	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	59,234.75				59,234.75				90,765.25	
5202	EXTENDED USE FEES	180,000	180,000		180000	79,360.50		0.00	0.00	79,360.50				100,639.50	
5203	FAX FEES	2,000	2,000		2000	1,122.38				1,122.38				877.62	
	TOTAL USER FEES	332,000	332,000	0.00	332000	139,717.63	0.00	0.00	0.00	139,717.63				192,282.37	
5301	FEDERAL OPERATING GRANTS	0	0		0	35,654.00				35,654.00				(35,654.00)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	3,000.00				3,000.00				45,180.00	
5303	CITY OPERATING GRANTS	0	0		0	66,890.79		59,282.43	0.00	7,608.36				(7,608.36)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	107,211.45		59,282.43	0.00	47,929.02				250.98	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	15,298.20				15,298.20				(15,298.20)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	18,608.23				18,608.23				(18,608.23)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	930.67				930.67				(930.67)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	400.00		8,500.00	8,500.00	400.00				101,600.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	35,237.10		8,500.00	8,500.00	35,237.10				66,762.90	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	33.11				33.11				(33.11)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	33,986.03			0.00	33,986.03				6,013.97	
5701	ACPL PUBLICATIONS	100	100		100	56.85			0.00	56.85				43.15	
5702	RESEARCH SERVICES	14,000	14,000		14000	5,840.32				5,840.32				8,159.68	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	6,164.76		0.00	0.00	6,164.76				3,835.24	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	1,363.19				1,363.19				2,636.81	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	3,649.69				3,649.69				(3,649.69)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	17,074.81		0.00	0.00	17,074.81				11,025.19	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	807,165.64	0.00	67,782.43	8,500.00	747,883.21				9,706,594.79	

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	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	1,148,131.34	72.00%	174,000.37	128,700.00	1,102,830.97	73.10%		1,102,830.97	2,997,169.03	73.10%
1102	SALARIED OVERTIME	0	0		0	2,194.45	ERR			2,194.45	ERR		2,194.45	(2,194.45)	ERR
1103	SALARIED VACATION	0	0		0	77,492.24	ERR			77,492.24	ERR		77,492.24	(77,492.24)	ERR
1104	SALARIED SICK PAY	0	0		0	34,397.49	ERR			34,397.49	ERR		34,397.49	(34,397.49)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	3,706.65	ERR			3,706.65	ERR		3,706.65	(3,706.65)	ERR
1106	SALARIED HOLIDAY	0	0		0	44,183.04	ERR			44,183.04	ERR		44,183.04	(44,183.04)	ERR
1107	SALARIED JURY DUTY	0	0		0	361.07	ERR			361.07	ERR		361.07	(361.07)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	2,723.33	ERR			2,723.33	ERR		2,723.33	(2,723.33)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	10,680.50	ERR			10,680.50	ERR		10,680.50	(10,680.50)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	9,932.91	ERR			9,932.91	ERR		9,932.91	(9,932.91)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	1,333,803.02	67.47%	174,000.37	128,700.00	1,288,502.65	68.57%	0.00	1,288,502.65	2,811,497.35	68.57%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	352,898.61	66.07%	48,905.56	36,300.00	340,293.05	67.28%		340,293.05	699,706.95	67.28%
1202	HOURLY OVERTIME	0	0		0	1,536.96	ERR			1,536.96	ERR		1,536.96	(1,536.96)	ERR
1203	HOURLY VACATION	0	0		0	12,272.68	ERR			12,272.68	ERR		12,272.68	(12,272.68)	ERR
1204	HOURLY SICK PAY	0	0		0	1,302.58	ERR			1,302.58	ERR		1,302.58	(1,302.58)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,890.95				1,890.95			1,890.95	(1,890.95)	ERR
1206	HOURLY HOLIDAY	0	0		0	11,163.48	ERR			11,163.48	ERR		11,163.48	(11,163.48)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	946.12	ERR			946.12	ERR		946.12	(946.12)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	786.19	ERR			786.19	ERR		786.19	(786.19)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	382,797.57	63.19%	48,905.56	36,300.00	370,192.01	64.40%	0.00	370,192.01	669,807.99	64.40%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	7,149.00	28.51%			7,149.00	28.51%		7,149.00	2,851.00	28.51%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	7,149.00	28.51%	0.00	0.00	7,149.00	28.51%	0.00	7,149.00	2,851.00	28.51%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	1,723,749.59	66.53%	222,905.93	165,000.00	1,665,843.66	67.65%	0.00	1,665,343.66	3,484,156.34	67.65%
1501	EMPLOYER FICA	391,000	391,000		391000	129,618.74	66.85%	17,052.30	12,622.50	125,188.94	67.98%		125,188.94	265,811.06	67.98%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	2,263.85	54.72%			2,263.85	54.72%		2,263.85	2,736.15	54.72%
1503	EMPLOYER PERF	345,000	345,000		345000	99,374.10	71.20%	42,399.15	16,233.75	73,208.70	78.78%		73,208.70	271,791.30	78.78%
1504	GROUP INSURANCE	360,000	360,000		360000	108,591.97	69.84%	0.00		108,591.97	69.84%		108,591.97	251,408.03	69.84%
1505	DEDUCTIBLE REIMBURSEMENT	0	0		0	527.53	ERR			527.53	ERR		527.53	(527.53)	ERR
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	340,376.19	69.08%	59,451.45	28,856.25	309,780.99	71.86%	0.00	309,780.99	791,219.01	71.86%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	2,064,125.78	66.98%	282,357.38	193,856.25	1,975,624.65	68.40%	0.00	1,975,624.65	4,275,375.35	68.40%

FOR THE YEAR TO [illegible]NDED April 30, 1992

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** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	16,147.45	53.86%	2,015.98	0.00	14,131.47	59.62%	1,511.61	15,643.08	22,488.88	64.25%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	16,147.45	53.86%	2,015.98	0.00	14,131.47	59.62%	1,511.61	15,643.08	22,488.88	64.25%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	9,293.05	62.83%	0.00	0.00	9,293.05	62.83%	446.40	9,739.45	15,260.55	61.04%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	2,833.93	62.21%	666.73	0.00	2,167.20	71.10%	0.00	2,167.20	5,332.80	71.10%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	15,815.76	47.28%	11,867.66	0.00	3,948.10	86.84%	2,389.40	6,337.50	24,061.44	80.20%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	12,607.57	69.98%	1,092.71	0.00	11,514.86	72.58%	6,137.63	17,652.49	30,311.10	72.17%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	698.25	86.04%	6.43	0.00	691.82	86.16%	478.08	1,169.90	3,830.10	76.60%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	657.13	95.62%	39.64	0.00	617.49	95.88%	4,641.01	5,258.50	9,741.50	64.94%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	5,629.29	79.15%	222.70	0.00	5,406.59	79.98%	1,457.32	6,863.91	20,136.09	74.58%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	27,454.48	69.51%	7,474.87	0.00	19,979.61	77.81%	14,948.26	34,927.87	57,553.34	63.91%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	74,989.46	69.27%	21,370.74	0.00	53,618.72	78.03%	30,498.10	84,116.82	168,726.92	69.14%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	11,756.56	44.02%	92.27	0.00	11,664.29	44.46%	5,669.99	17,334.28	3,800.11	18.10%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	2,412.00	59.80%	0.00	0.00	2,412.00	59.80%	2,319.05	4,731.05	1,396.95	23.28%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	14,168.56	47.52%	92.27	0.00	14,076.29	47.87%	7,989.04	22,065.33	5,197.06	19.25%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	105,305.47	65.59%	23,478.99	0.00	81,826.48	73.26%	39,998.75	121,825.23	196,412.86	64.18%

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	4,587.50	42.66%	0.00	0.00	4,587.50	42.66%	5,950.00	10,537.50	(387.50)	-4.84%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	4,487.50	-124.38%	0.00	0.00	4,487.50	-124.38%	0.00	4,487.50	(2,487.50)	-124.38%
3103	LEGAL SERVICES	4,000	4,000		4000	665.00	83.38%	315.00	0.00	350.00	91.25%	0.00	350.00	3,650.00	91.25%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	478.00	88.05%	0.00	0.00	478.00	88.05%	2,700.00	3,178.00	822.00	20.55%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	3,264.00	83.68%	340.00	0.00	2,924.00	85.38%	0.00	2,924.00	17,076.00	85.38%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	1,883.66	91.03%	74.50	0.00	1,809.16	91.38%	726.10	2,535.26	19,114.74	91.03%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	15,365.66	73.96%	729.50	0.00	14,636.16	75.19%	9,376.10	24,012.26	37,787.74	64.05%
3201	TELEPHONE SERVICE	110,000	110,000		110000	34,929.86	68.25%	3,819.80	0.00	31,110.06	71.72%	0.00	31,110.06	78,889.94	71.72%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	31,756.30	69.76%	729.62	0.00	31,026.68	70.45%	0.00	31,026.68	73,973.32	70.45%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	1,786.20	55.35%	53.90	0.00	1,732.30	56.69%	0.00	1,732.30	2,267.70	56.69%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	13,222.53	71.87%	40.00	0.00	13,182.53	71.95%	285.00	13,467.53	33,532.47	71.35%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	81,694.89	69.29%	4,643.32	0.00	77,051.57	71.03%	285.00	77,337	188,663	70.93%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	36.96	96.30%	19.14	0.00	17.82	98.22%	0.00	17.82	982.18	98.22%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	36.96	99.26%	19.14	0.00	17.82	99.64%	0.00	17.82	4,982.18	99.64%
3401	INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
3501	NATURAL GAS	165,000	165,000		165000	73,063.30	55.72%	2,901.31	0.00	70,161.99	57.48%	0.00	70,161.99	94,838.01	57.48%
3502	ELECTRICITY	450,000	450,000		450000	100,777.02	77.61%	4,209.85	0.00	96,567.17	78.54%	0.00	96,567.17	353,432.83	78.54%
3503	WATER & SEWER	14,000	14,000		14000	4,568.47	67.80%	1,180.93	0.00	3,327.54	76.23%	0.00	3,327.54	10,672.46	76.23%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	3,765.00	65.77%	0.00	0.00	3,765.00	65.77%	7,328.00	11,093.00	(68.00)	-0.62%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	182,113.79	71.54%	8,292.09	0.00	173,821.70	72.84%	7,328.00	181,149.70	458,875.30	71.70%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	12,139.19	79.77%	810.98	0.00	11,328.21	81.12%	2,838.50	14,166.71	50,836.68	84.73%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	15,718.24	37.13%	731.00	0.00	14,987.24	40.05%	6,741.50	21,728.74	7,668.26	30.67%
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	7,777.30	64.65%	87.00	0.00	7,690.30	65.04%	16,140.90	23,831.20	(1,831.20)	-8.32%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	76,064.63	50.93%	0.00	0.00	76,064.63	50.93%	72,370.18	148,434.81	6,705.69	4.33%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	10,796.05	73.01%	583.82	0.00	10,212.23	74.47%	32,915.90	43,128.13	191.21	0.43%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	4,887.65	78.69%	2,449.03	0.00	2,238.62	89.32%	0.00	2,238.62	20,151.25	90.03%
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	769.14	80769.14	38,737.09	51.52%	3,575.20	0.00	35,211.89	55.99%	32,833.69	68,045.58	12,923.56	16.15%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	165,970.15	58.92%	8,237.03	0.00	157,733.12	60.96%	163,840.67	321,573.79	76,645.45	23.72%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	19,439.67	64.65%	1,854.59	0.00	17,585.30	68.03%	31,156.56	48,741.86	6,258.14	11.38%
	LEASING & RENTALS	55,000	55,000	0.00	55000	19,439.67	64.65%	1,854.59	0.00	17,585.30	68.03%	31,156.56	48,741.86	6,258.14	11.38%

FOR THE YEAR TO ENDED April 30, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 04/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,300.80	6.36%	0.00	0.00	10,300.80	6.36%	0.00	10,300.80	699.20	6.36%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	17,129.06	65.74%	1,243.80	0.00	15,885.26	68.23%	2,685.39	18,570.65	31,921.12	63.84%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	33,149.68	65.11%	8,673.13	0.00	24,476.55	74.24%	7,256.20	31,732.75	63,418.49	66.76%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	60,585.54	65.77%	9,916.93	0.00	50,668.61	71.37%	9,941.59	60,610.20	117,032.81	66.12%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	597,474.88	65.28%	33,692.60	0.00	563,782.28	67.24%	221,927.92	785,710.20	952,977.05	55.37%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	83,870.91	49.17%	6,160.76	0.00	77,710.15	52.90%	6,166.20	83,876.35	152,452.00	92.40%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	7,022.00	97.45%	1,220.00	0.00	5,802.00	97.89%	285,053.00	290,855.00	(8,341.00)	-3.03%
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	21,646.46	72.43%	0.00	0.00	21,646.46	72.43%	42,515.30	64,161.76	15,050.61	19.17%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	113,299.22	78.96%	8,130.61	0.00	105,158.61	80.47%	333,734.50	438,893.11	179,161.61	33.27%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	311,437.58	81.12%	19,907.99	0.00	291,529.59	82.33%	355,576.31	647,105.90	1,113,180.87	67.47%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	75,303.84	78.48%	693.47	0.00	74,610.37	78.68%	6,398.75	81,009.12	272,856.13	77.96%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	48,583.34	74.83%	5,776.36	0.00	42,806.98	77.82%	41,373.00	84,179.98	125,194.18	64.37%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	21,363.99	58.92%	4,990.55	0.00	16,373.44	68.51%	19,712.88	36,086.32	15,946.82	30.67%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	456,688.75	79.66%	31,368.37	0.00	425,320.38	81.05%	423,060.94	848,381.32	1,527,178.00	68.03%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	569,977.97	79.52%	39,498.98	0.00	530,478.99	80.74%	756,795.44	1,287,274.43	1,706,339.61	61.33%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	3,336,884.10	69.83%	379,027.95	193,856.25	3,151,712.40	71.51%	1,018,722.11	4,170,434.51	7,131,104.87	64.47%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(2,529,718.46)		(311,245.52)	(185,356.25)	(2,403,829.19)		(1,018,722.11)	(4,170,434.51)	2,575,489.92	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 28, 1992	)	
	)	
RESOLUTION TO AMEND THE ALLEN	)	1992-9
COUNTY PUBLIC LIBRARY'S FLEXIBLE	)	
BENEFIT PLAN	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the library's flexible benefit plan is hereby amended by this First Amendment effective February 1, 1991.

I

Section 1.1 (h) is amended to read as follows:

Plan Year: The twelve month period which ends each December 31. There will be a short year beginning February 1, 1991, and ending December 31, 1991.

II

Section 2.3 (b) is amended by adding sub-sections (vi) and (vii) as follows:

(vi) employment of a spouse.
(vii) significant cost or coverage changes even though not a change in family status.

Adopted this 28th day of May, 1992.

C. Shirley Anderson
President

Mary M. Trexlenger
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 28, 1992	)	
	)	
RESOLUTION CREATING AN EMPLOYEE	)	No. 1992-10
ACTIVITY FUND	)	

WHEREAS, the staff lounge is provided for the exclusive use of the Allen County Public Library employees and volunteers assisting them, and

WHEREAS, food and drink vending equipment is provided by a vendor and is not owned by the library, and

WHEREAS, the vending operation is maintained by the vendor and not by library employees in the course of their assignments by the library, and

WHEREAS, this vending operation may from time to time provide net revenue from the operation, now, therefore,

BE IT RESOLVED, by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that any net revenue from this operation may be placed in a separate fund for the benefit of the staff, and may be used for such purposes as a staff picnic or holiday party or other activity that may be deemed appropriate, and be it further

RESOLVED that the Employee Activities Fund is hereby created. Monies in said Fund shall be in the care of the Treasurer and shall be accounted for in a manner consistent with the laws of the state of Indiana. For financial reporting purposes this fund will be included as an Agency Fund under the Fiduciary Fund Type in accordance with accounting standards now in effect.

Adopted this 28th day of May, 1992.

C. Philip Anderegg
President

Mary M. Kessinger
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims June 10, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $314,642.93 on June 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
06/05/92	gross $194,860.00	net	141,785.71
06/05/92	Payroll taxes (electronic transfer)		56,935.38
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 06/05/92	#45660-45662		3,517.39
Dated 05/10/92	#45664-45853		112,784.45
Manual Checks(s)			
Less VOIDS:	#45510		(380.00)
Accounts Payable Check Batches Subtotal:			115,921.84
Grand Total		$	314,642.93

Mr. Carmean, Mrs. Riley, Mr. McMahan, and Mr. Andorfer approved and signed the register of claims as presented by the director.

Mary M. Kedlesz
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
June 23, 1992
3:00 p.m. - Aboite Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of May 28, 1992, and meeting for approval of claims of June 10, 1992.

4. Financial report for May, 1992.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Timetable for adoption of 1993 budget.

10. Proposal to name Benefit Consultants, Inc. as agents of record for the library's tax sheltered annuity retirement program.

11. Report on carpet bids for first floor remodeling.

12. Telephone system upgrade.

13. Resolution No. 1992-11, "Resolution to Declare Certain Items of Furniture and Equipment Surplus and to Authorize Disposition of Same."

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of June 23, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 23, 1992, at 3:00 p.m. at Aboite Branch Library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Koehlinger, Mrs. Riley, Mr. Coleman and Mr. McMahan.

Absent: Ms. Knox.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of May 28, 1992, and the minutes of the approval of claims of June 10, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for May, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires				$0.00
Payroll				
	06/19/92	gross 198,577.86	net	145,294.40
	06/19/92	Payroll taxes (elect. transfer)		58,354.58
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 06/19/92	#45855-45859		4,410.66

Dated 06/26/92	#45861-46119	217,105.16
Manual Check (s)		
Less VOIDS:		0.00
Accounts Payable Check Batches Subtotal:		221,515.82
Grand Total		$ 425,164.80

REPORT OF DIRECTOR

Plans for the rearrangement of the first floor at main library are progressing on schedule. The card catalog will be removed in July after additional OPAC terminals are installed.

The Allen County Public Library Foundation has established a Campaign Study Committee to investigate the possibility of a fund raising campaign. The committee has received proposals from eight professional fund raising firms to conduct a pre-campaign planning study. The committee plans to select three or four firms from this group for personal interviews. Mr. Andorfer and Mrs. Riley represent the library board on the Campaign Study Committee.

New air handling equipment has been installed in the rare book room at the expense of the consulting engineers who designed the temperature and humidity control system. The original equipment did not achieve the temperature and humidity standards set forth in the specifications. The new equipment appears to be performing to specifications.

Indiana Michigan Power advises that the main transformer at main library will have to be replaced with modern equipment in the near future. This will probably mean that the library will have to close for some period of time since there will be no power available during the changeover. No date has yet been established for this work.

The library's second annual storytelling festival was held June 19-20 and was a great success. Events were held at Foellinger Theater, First Presbyterian Theater, and various library locations. Mary Voors and her staff are to be commended for their fine work in organizing this popular event.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of May and the year to date.

PERSONNEL

On motion of Mr. McMahan, the following personnel action was approved:

Appointment:			'92 bi-weekly
Scott Firestine	Periodicals Asst. Readers' Services	#374	$552.00

TIMETABLE FOR ADOPTION OF 1993 BUDGET

The board agreed to the following timetable for the adoption of the 1993 budget:

July 23	Board approves Library Budget Estimates and Tax Rates.
July 31	First publication of Notice to Taxpayers of Budget Estimates and Tax Rates.
August 7	Second publication of Notice to Taxpayers of Budget Estimates and Tax Rates.
August 14	Public hearing on budget.
August 27	Board adopts Resolution of Appropriations, files Budget Submission Letter and Certificate, and Certificate and Resolution of Tax Rates with county auditor.

PROPOSAL TO NAME BENEFIT CONSULTANTS, INC. AS AGENTS OF RECORD FOR TAX SHELTERED ANNUITY PROGRAM

Mr. Krull presented a proposal to name Benefit Consultants, Inc. as agents of record for the library's tax sheltered annuity retirement program. Lincoln National Life currently administers the program. The proposal to name Benefit Consultants agents of record resulted from a desire to obtain more responsive service on staff members' TSA accounts, and to explore other annuity products in addition to those offered by Lincoln.

In order to initiate discussion Mr. Coleman moved "that the proposal to name Benefit Consultants agents of record for the TSA program be approved." Discussion followed. Mr. Coleman asked if Lincoln National had been informed of the proposed change. Concern was expressed that Lincoln be given an opportunity to address any service problems. Mr. Krull agreed that Lincoln could be contacted and informed of the library's concerns regarding responsiveness and additional product options. Mr. McMahan then moved "that the question under consideration be postponed

indefinitely pending a further report from Mr. Krull." The motion to postpone carried unanimously.

REPORT ON CARPET BIDS FOR FIRST FLOOR REARRANGEMENT

The following bids were received in response to specifications issued and advertised according to law:

Carpetland	$37,407.00
F & M Tile	$44,186.00
Jack Laurie	$36,760.00

Mr. Coleman moved "that the low bid of Jack Laurie, in the amount of $36,760.00 be accepted." The motion carried.

TELEPHONE SYSTEM UPGRADE

The Long Range Planning Committee has thoroughly studied the need for improvements in the library's telephone system, and has reviewed a proposal from KLF, Inc., the library's current telephone system vendor, to upgrade the system. The proposed upgrade includes three components: (1) expand the capacity of the central switch, partly by replacing some analog phones with digital instruments that take up less switch capacity; (2) an automated attendant system to offload calls from the console operator; and (3) a voice mail system to improve message delivery and enhance internal and external communication. The upgrade will squeeze some more life out of our existing telephone system. The voice mail and automated attendant features will be compatible with new equipment when the time comes to replace the central switch. This will have to be done eventually.

Legal counsel has advised that we may upgrade the current system as proposed without formal competitive bidding. For the switch upgrade and voice mail, KLF is the only supplier. The automated attendant theoretically could be supplied by another local vendor, but this would make installation, interfacing, and service very complicated. In any case, Mr. Hood has stated that each component is a distinct "line or class of goods" and since each costs less than $25,000.00, bidding is not required.

The cost of the various components is as follows:

ROLM 8000 Upgrade	$13,767.74
ROLM PhoneMail SP	$21,042.00
Dytel Automated Attendant	$22,301.00

Mr. McMahan moved "that the telephone system upgrade, as outlined by the Long Range Planning Committee, be approved at the prices quoted." The motion carried.

RESOLUTION TO DECLARE CERTAIN ITEMS OF FURNITURE AND EQUIPMENT SURPLUS AND TO AUTHORIZE DISPOSITION OF SAME

Mr. McMahan moved the adoption of Resolution No. 1992-11, "Resolution to Declare Certain Items of Furniture and Equipment Surplus and to Authorize Disposition of Same." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:57 p.m.

C. Shirley Gardenier
President

Mary Kellenger
Secretary

ALLEN COU[illegible]UBLIC LIBRARY

COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS

AT May 31, 1992

(A)

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	May 31 1992	May 31 1991
ASSETS											
CASH ON DEPOSIT	109,162	13,302	156,488	190	0	19,119	0			298,262	361,499
CASH ON HAND	3,077									3,077	3,177
CASH WITH FISCAL AGENT			220							220	220
INVESTMENTS AT COST	1,208,322		87,500	35,000	0	0	125,000			1,455,822	1,145,193
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS	0		0							0	0
DUE FROM OTHER FUNDS	0		0	0						0	0
ACCOUNTS RECEIVABLE	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND									243,988	243,988	317,226
AMT TO BE PROVIDED--RET OF DEBT									10,211,012	10,211,012	10,712,774
AMT TO BE PROVIDED--VAC PAY LIAB.									273,178	273,178	275,447
AMT AVAILABLE IN CAP PROJ FUND									19,119	19,119	
TOTAL ASSETS	1,329,061	13,302	244,208	35,190	0	19,119	125,000	24,112,693	10,747,297	36,625,871	39,375,420
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	25	0			0	0			19,119	19,144	17
TEMPORARY LOANS/FINANCING	2,200,000									2,200,000	1,500,000
ACCRUED WAGES & BENEFITS	242,307								273,178	515,485	494,059
UNREMITTED WITHHOLDINGS	24,584									24,584	25,331
DEFERRED COMP PAYABLE	0						125,000			125,000	0
DUE TO OTHER FUNDS	0									0	0
CAPITAL LEASES PAYABLE	0								7,915,000	7,915,000	8,006,000
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0		220							220	220
G O BONDS & CAP LEASES PAYABLE	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,466,916	0	220	0	0	0	125,000	0	10,747,297	13,339,433	13,049,627
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	909,991	3,200	0	0	0	0	0	0	0	913,191	715,654
RESERVED - ARBITRAGE REBATE						19,119				19,119	0
RESTRICTED-SPECIAL REVENUE		10,102								10,102	15,072
DESIGNATED FOR DEBT SERVICE			243,988		0					243,988	317,226
UNRESERVED	(2,047,846)			35,190	0	0	0			(2,012,656)	(1,270,044)
TOTAL FUND EQUITY	(1,137,855)	13,302	243,988	35,190	0	19,119	0	24,112,693	0	23,286,438	26,325,792
TOTAL LIABILITIES & FUND EQUITY	1,329,061	13,302	244,208	35,190	0	19,119	125,000	24,112,693	10,747,297	36,625,871	39,375,419

4.

MODIFIED ACCRUAL
UNAUDITED
May 1992
COMR9205

ALLEN [illegible]Y PUBLIC LIBRARY

09-Jun-92

--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED May 31, 1992

B

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	YEAR-TO-DATE May 31, 1992	YEAR-TO-DATE May 31, 1991
REVENUES:								
AUTO EXCISE TAX	234,336.86		29,481.54				263,818.40	169,163
REAL PROPERTY TAX LEVY	1,008,952.00		126,935.00				1,135,887.00	1,026,150
INTANGIBLES TAX & COIT	301,833.55		0.00				301,833.55	453,086
USER FEES	169,510.57						169,510.57	149,808
INTERGOVERNMENTAL REVENUE	61,597.23						61,597.28	34,902
PARKING FEES	44,132.70						44,132.70	61,287
GIFTS & DONATIONS	35.31	8,342.04					8,377.35	8,876
INTEREST	36,449.82				0.00	240.59	36,690.41	25,590
OTHER REVENUES & PROCEEDS	25,377.91		0.00				25,377.91	25,869
TOTAL REVENUES	1,882,226.00	8,342.04	156,416.54	0.00	0.00	240.59	2,047,225.17	1,954,731
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	2,468,236.76	0.00					2,468,236.76	2,346,925
SUPPLIES	116,575.66	3,482.51			0.00		120,058.17	105,772
PROFESSIONAL SERVICES	20,393.98	145.00			0.00	0.00	20,538.98	99,424
COMMUNICATION & TRANSPORTATION	105,526.38	0.00			0.00		105,526.38	108,829
INSURANCE	72,268.00						72,268.00	91,606
UTILITY SERVICES	217,570.07						217,570.07	207,371
REPAIRS & MAINTENANCE	180,144.80				0.00		180,144.80	144,273
LEASING & MISCELLANEOUS SERVICES	84,939.14	0.00			0.00		84,939.14	74,134
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	122,773.00	2,377.15			0.00	0.00	125,150.15	88,765
LIBRARY MATERIALS	660,565.84	2,841.51			0.00	0.00	663,407.35	515,107
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	4,048,993.63	8,846.17	519,552.50	0.00	0.00	0.00	4,577,392.30	4,409,389
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,166,767.63)	(504.13)	(363,135.96)	0.00	0.00	240.59	(2,530,167.13)	(2,454,578)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(2,166,767.63)	(504.13)	(363,135.96)	0.00	0.00	240.59	(2,530,167.13)	(2,454,578)
FUND BALANCES-JANUARY 1,	1,028,913.03	12,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-May 31'92	(1,137,854.60)	13,302.03	243,988.17	35,189.99	0.00	19,119.29	(826,255.12)	(222,092)

COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1992

GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 05/31/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINI
	REVENUES:														
5101	AUTO EXCISE TAX	995,106	995,106		995106	234,336.86		0.00		234,336.86				760,769.14	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	1,008,952.00		0.00		1,008,952.00				7,097,666.00	
5103	INTANGIBLES TAX	93,259	93,259		93259	0.00		0.00		0.00				93,259.00	
5104	COUNTY INCOME TAX	709,215	709,215		709215	301,833.55		0.00		301,833.55				407,381.45	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	1,545,122.41		0.00	0.00	1,545,122.41				8,359,075.59	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	72,248.46				72,248.46				77,751.54	
5202	EXTENDED USE FEES	180,000	180,000		180000	96,088.83		0.00	0.00	96,088.83				83,911.17	
5203	FAX FEES	2,000	2,000		2000	1,173.28				1,173.28				826.72	
	TOTAL USER FEES	332,000	332,000	0.00	332000	169,510.57	0.00	0.00	0.00	169,510.57				162,489.43	
5301	FEDERAL OPERATING GRANTS	0	0		0	46,322.26				46,322.26				(46,322.26)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	6,000.00				6,000.00				42,180.00	
5303	CITY OPERATING GRANTS	0	0		0	66,890.79		59,282.43	0.00	7,608.36				(7,608.36)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	120,879.71		59,282.43	0.00	61,597.28				(13,417.28)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	19,771.00				19,771.00				(19,771.00)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	22,577.66				22,577.66				(22,577.66)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	1,184.04				1,184.04				(1,184.04)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	600.00		8,500.00	8,500.00	600.00				101,400.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	44,132.70		8,500.00	8,500.00	44,132.70				57,867.30	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	35.31				35.31				(35.31)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	36,449.82			0.00	36,449.82				3,550.18	
5701	ACPL PUBLICATIONS	100	100		100	58.35			0.00	58.35				41.65	
5702	RESEARCH SERVICES	14,000	14,000		14000	6,523.85				6,523.85				7,476.15	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	7,248.10		0.00	0.00	7,248.10				2,751.90	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	1,805.64				1,805.64				2,194.36	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	4,585.88				4,585.88				(4,585.88)	
5706	OTHER REVENUES	0	0		0	5,156.09				5,156.09				(5,156.09)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	25,377.91		0.00	0.00	25,377.91				2,722.09	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	1,904,503.43	0.00	67,782.43	8,500.00	1,882,226.00				8,572,252.00	

COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1992

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	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	1,394,638.44	65.94%	174,000.37	147,615.00	1,370,253.07	66.58%		1,370,253.07	2,729,746.93	66.5
1102	SALARIED OVERTIME	0	0		0	2,870.06	ERR			2,870.06	ERR		2,870.06	(2,870.06)	ER
1103	SALARIED VACATION	0	0		0	93,455.77	ERR			93,455.77	ERR		93,455.77	(93,455.77)	ER
1104	SALARIED SICK PAY	0	0		0	39,759.21	ERR			39,759.21	ERR		39,759.21	(39,759.21)	ER
1105	SALARIED DISABILITY PAY	0	0		0	5,332.51	ERR			5,332.51	ERR		5,332.51	(5,332.51)	ER
1106	SALARIED HOLIDAY	0	0		0	44,183.04	ERR			44,183.04	ERR		44,183.04	(44,183.04)	ER
1107	SALARIED JURY DUTY	0	0		0	361.07	ERR			361.07	ERR		361.07	(361.07)	ER
1108	SALARIED DEATH-IN-FAMILY	0	0		0	2,949.85	ERR			2,949.85	ERR		2,949.85	(2,949.85)	ER
1109	SALARIED TRAVEL/MEETINGS	0	0		0	17,856.47	ERR			17,856.47	ERR		17,856.47	(17,856.47)	ER
1110	SALARIED PREMIUM TIME	0	0		0	11,622.72	ERR			11,622.72	ERR		11,622.72	(11,622.72)	ER
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ER
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	1,615,029.14	60.61%	174,000.37	147,615.00	1,588,643.77	61.25%	0.00	1,588,643.77	2,511,356.23	61.2
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	429,907.64	58.66%	48,905.56	47,385.00	428,387.08	58.81%		428,387.08	611,612.92	58.8
1202	HOURLY OVERTIME	0	0		0	2,169.70	ERR			2,169.70	ERR		2,169.70	(2,169.70)	ER
1203	HOURLY VACATION	0	0		0	15,182.15	ERR			15,182.15	ERR		15,182.15	(15,182.15)	ER
1204	HOURLY SICK PAY	0	0		0	1,636.93	ERR			1,636.93	ERR		1,636.93	(1,636.93)	ER
1205	HOURLY DISABILITY PAY	0	0		0	3,015.94				3,015.94			3,015.94	(3,015.94)	ER
1206	HOURLY HOLIDAY	0	0		0	11,652.38	ERR			11,652.38	ERR		11,652.38	(11,652.38)	ER
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ER
1208	HOURLY DEATH-IN-FAMILY	0	0		0	968.12	ERR			968.12	ERR		968.12	(968.12)	ER
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,398.16	ERR			5,398.16	ERR		5,398.16	(5,398.16)	ER
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	469,931.02	54.81%	48,905.56	47,385.00	468,410.46	54.96%	0.00	468,410.46	571,589.54	54.9
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	958.70	ERR			958.70	ERR		958.70	(958.70)	ER
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	10,344.24	-3.44%			10,344.24	-3.44%		10,344.24	(344.24)	-3.4
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	11,302.94	-13.03%	0.00	0.00	11,302.94	-13.03%	0.00	11,302.94	(1,302.94)	-13.0
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	2,096,263.10	59.38%	222,905.93	195,000.00	2,068,357.17	59.84%	0.00	2,068,357.17	3,081,642.83	59.8
1501	EMPLOYER FICA	391,000	391,000		391000	171,255.61	56.20%	17,052.30	14,917.50	169,120.81	56.75%		169,120.81	221,879.19	56.7
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	2,727.85	45.44%			2,727.85	45.44%		2,727.85	2,272.15	45.4
1503	EMPLOYER PERF	345,000	345,000		345000	99,374.10	71.20%	42,399.15	32,389.39	89,364.34	74.10%		89,364.34	255,635.66	74.1
1504	GROUP INSURANCE	360,000	360,000		360000	135,380.26	62.39%	0.00		135,380.26	62.39%		135,380.26	224,619.74	62.3
1505	DEDUCTIBLE REIMBURSEMENT	0	0		0	3,286.33	ERR			3286.33	ERR		3,286.33	(3,286.33)	ER
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	412,024.15	62.58%	59,451.45	47,306.89	399,879.59	63.68%	0.00	399,879.59	701,120.41	63.6
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	2,508,287.25	59.87%	282,357.38	242,306.89	2,468,236.76	60.51%	0.00	2,468,236.76	3,782,763.24	60.5

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** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	19,597.27	44.01%	2,015.98	0.00	17,581.29	49.77%	3,001.54	20,582.83	17,549.13	50.1
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	19,597.27	44.01%	2,015.98	0.00	17,581.29	49.77%	3,001.54	20,582.83	17,549.13	50.1
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	12,106.44	51.57%	0.00	0.00	12,106.44	51.57%	692.04	12,798.48	12,201.52	48.8
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	3,572.41	52.37%	666.73	4.82	2,910.50	61.19%	0.00	2,910.50	4,589.50	61.1
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.0
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	19,689.84	34.37%	11,867.66	0.00	7,822.18	73.93%	0.00	7,822.18	22,576.76	75.2
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	15,426.51	63.27%	1,092.71	0.00	14,333.80	65.87%	5,995.65	20,329.45	27,634.14	65.8
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	1,168.94	76.62%	6.43	0.00	1,162.51	76.75%	500.94	1,663.45	3,336.55	66.7
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	7,199.02	52.01%	39.64	5.00	7,164.38	52.24%	26.00	7,190.38	7,809.62	52.0
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	10,284.12	61.91%	222.70	0.00	10,061.42	62.74%	742.15	10,803.57	16,196.43	59.9
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	32,753.01	63.63%	7,474.87	11.67	25,289.81	71.92%	13,978.10	39,267.91	53,213.30	59.0
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	102,200.29	58.12%	21,370.74	21.49	80,851.04	66.87%	21,934.88	102,785.92	150,057.82	61.4
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	14,659.59	30.19%	92.27	0.00	14,567.32	30.63%	4,001.12	18,568.44	2,565.95	12.2
2302	REPAIR PARTS	6,000	6,000	128.00	6128	3,576.01	40.40%	0.00	0.00	3,576.01	40.40%	1,608.35	5,184.36	943.64	15.7
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	18,235.60	32.46%	92.27	0.00	18,143.33	32.80%	5,609.47	23,752.80	3,509.59	13.0
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	140,033.16	54.25%	23,478.99	21.49	116,575.66	61.91%	30,545.89	147,121.55	171,116.54	55.9

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	6,087.50	23.91%	0.00	0.00	6,087.50	23.91%	5,350.00	11,437.50	(1,287.50)	-16.0
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	4,487.50	-124.38%	0.00	0.00	4,487.50	-124.38%	0.00	4,487.50	(2,487.50)	-124.3
3103	LEGAL SERVICES	4,000	4,000		4000	665.00	83.38%	315.00	0.00	350.00	91.25%	0.00	350.00	3,650.00	91.2
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	1,603.00	59.93%	0.00	0.00	1,603.00	59.93%	1,675.00	3,278.00	722.00	18.0
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	5,185.82	74.07%	340.00	0.00	4,845.82	75.77%	0.00	4,845.82	15,154.18	75.7
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	3,094.66	85.26%	74.50	0.00	3,020.16	85.62%	576.10	3,596.26	18,053.74	85.9
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	21,123.48	64.20%	729.50	0.00	20,393.98	65.43%	7,601.10	27,995.08	33,804.92	57.3
3201	TELEPHONE SERVICE	110,000	110,000		110000	44,031.84	59.97%	3,819.80	0.00	40,212.04	63.44%	0.00	40,212.04	69,787.96	63.4
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	42,188.38	59.82%	729.62	0.00	41,458.76	60.52%	0.00	41,458.76	63,541.24	60.5
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	4,115.70	-2.89%	53.90	0.00	4,061.80	-1.55%	0.00	4,061.80	(61.80)	-1.5
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	19,812.46	57.85%	40.00	3.50	19,775.96	57.92%	0.00	19,775.96	27,224.04	57.9
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	110,148.38	58.59%	4,643.32	3.50	105,508.56	60.34%	0.00	105,509	160,491	60.3
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	36.96	96.30%	19.14	0.00	17.82	98.22%	0.00	17.82	982.18	98.2
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.0
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	36.96	99.26%	19.14	0.00	17.82	99.64%	0.00	17.82	4,982.18	99.6
3401	INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.1
	TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.1
3501	NATURAL GAS	165,000	165,000		165000	83,058.78	49.66%	2,901.31	0.00	80,157.47	51.42%	0.00	80,157.47	84,842.53	51.4
3502	ELECTRICITY	450,000	450,000		450000	132,287.45	70.60%	4,209.85	0.00	128,077.60	71.54%	0.00	128,077.60	321,922.40	71.5
3503	WATER & SEWER	14,000	14,000		14000	5,796.93	58.59%	1,180.93	0.00	4,616.00	67.03%	0.00	4,616.00	9,384.00	67.0
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	4,719.00	57.10%	0.00	0.00	4,719.00	57.10%	6,412.00	11,131.00	(106.00)	-0.9
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	225,862.16	64.71%	8,292.09	0.00	217,570.07	66.00%	6,412.00	223,982.07	416,042.93	65.0
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	13,905.67	76.82%	810.98	0.00	13,094.69	78.18%	2,382.86	15,477.55	49,525.84	82.5
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	18,548.24	25.81%	731.00	0.00	17,817.24	28.73%	5,111.50	22,928.74	6,468.26	25.8
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	9,698.30	55.92%	87.00	0.00	9,611.30	56.31%	14,219.90	23,831.20	(1,831.20)	-8.3
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	77,177.13	50.21%	0.00	0.00	77,177.13	50.21%	72,002.18	149,179.31	5,961.19	3.8
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	15,965.54	60.89%	583.82	0.00	15,381.72	61.55%	28,071.41	43,453.13	(133.79)	-0.3
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	5[illegible],420.85	75.36%	2,449.03	0.00	2,971.82	86.49%	0.00	2,971.82	19,418.05	88.2
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	47,666.10	40.42%	3,575.20	0.00	44,090.90	44.89%	30,936.41	75,027.31	5,941.83	7.4
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	18[illegible],381.83	53.37%	8,237.03	0.00	186,144.80	55.41%	152,724.26	332,869.96	85,350.18	21.1
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ER
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	24,017.37	56.33%	1,854.59	0.00	22,162.78	59.70%	26,884.96	49,047.74	5,952.26	10.8
	LEASING & RENTALS	55,000	55,000	0.00	55000	24,017.37	56.33%	1,854.59	0.00	22,162.78	59.70%	26,884.96	49,047.74	5,952.26	10.8

COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1992

GL4#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 05/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAININ
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,300.80	6.36%	0.00	0.00	10,300.80	6.36%	0.00	10,300.80	699.20	6.3
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.0
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.4
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	20,245.03	59.51%	1,243.80	0.00	19,001.23	62.00%	945.47	19,946.70	30,545.07	61.0
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	42,141.46	55.64%	8,673.13	0.00	33,468.33	64.77%	6,467.22	39,935.55	55,215.69	58.1
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	70,693.29	58.93%	9,916.93	0.00	62,776.36	64.53%	7,412.69	70,189.05	107,453.96	60.7
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	714,531.47	58.48%	33,692.60	3.50	680,842.37	60.44%	201,035.01	881,877.38	856,809.87	49.7
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	85,469.91	48.20%	6,160.76	0.00	79,309.15	51.93%	14,297.45	93,606.60	142,721.75	86.5
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	7,630.00	97.23%	1,220.00	0.00	6,410.00	97.67%	295,556.00	301,966.00	(19,452.00)	-7.0
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	37,053.85	52.80%	0.00	0.00	37,053.85	52.80%	29,259.66	66,313.51	12,898.86	16.4
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.0
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	130,903.61	75.69%	8,130.61	0.00	122,773.00	77.20%	339,113.11	461,886.11	156,168.61	29.0
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	512,431.50	68.94%	19,907.99	0.00	492,523.51	70.15%	287,183.46	779,706.97	980,579.80	59.4
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	80,565.19	76.98%	693.47	0.00	79,871.72	77.18%	5,953.75	85,825.47	268,039.78	76.5
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	71,671.64	62.86%	5,776.36	0.00	65,895.28	65.86%	32,348.90	98,244.18	111,129.98	57.5
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	27,265.88	47.57%	4,990.55	0.00	22,275.33	57.16%	13,810.99	36,086.32	15,946.82	30.6
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	691,934.21	69.18%	31,368.37	0.00	660,565.84	70.58%	339,297.10	999,862.94	1,375,696.38	61.2
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	822,837.82	70.44%	39,498.98	0.00	783,338.84	71.86%	678,410.21	1,461,749.05	1,531,864.99	55.0
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	4,108,589.70	62.16%	379,027.95	242,331.88	4,048,993.63	63.40%	909,991.11	4,958,984.74	6,342,554.64	57.3
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(2,244,081.27)		(311,245.52)	(233,831.88)	(2,166,767.63)		(909,991.11)	(4,958,984.74)	2,229,697.36	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 23, 1992)
)
RESOLUTION TO DECLARE CERTAIN ITEMS) No. 1992-11
OF FURNITURE AND EQUIPMENT SURPLUS)
AND TO AUTHORIZE DISPOSITION OF SAME)

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following items, which are no longer needed for library purposes, are hereby declared to be surplus and may be sold or junked as provided by law.

CHAIRS -

Blue Fabric	Blue Check Fabric
002206	002586
002210	No Number
002199	002590
002207	002591
002209	002584
002211	0022??
002198	002582
	002583

Adopted this 23rd day of June, 1992.

President

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims July 9, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $917,826.30 on June 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
07/02/92	gross $198,984.79	net	145,165.39
07/02/92	Payroll taxes (electronic transfer)		58,159.57
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 07/02/92	#46121-46123		3,353.39
Dated 05/10/92	#46125-46314		556,128.57
Manual Checks(s)	#2969 7/1/92		155,034.38
Less VOIDS:	#45557		(15.00)
Accounts Payable Check Batches Subtotal:			714,501.34
Grand Total		$	917,826.30

Mr. McMahan, Mrs. Riley, Mr. Carmean, and Mr. Andorfer approved and signed the register of claims as presented by the director.

Jack M. Carmean

Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 23, 1992
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of June 23, 1992, and meeting for approval of claims of July 9, 1992.

4. Financial report for June, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Budget presentation.

10. Resolution No. 1992-12, "Resolution to Approve the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1993."

11. Resolution No. 1992-13, "Resolution to Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1993."

12. Resolution No. 1992-14, "Resolution to Publish Notice to Taxpayers of Budget Estimates and Tax Rates."

13. Report on bids received for television equipment.

14. Approval of grant application to Cable Television Program Advisory Committee.

15. Other business.

16. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of July 23, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 23, 1992, at 3:00 p.m. at the Main Library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, Mr. Coleman and Mr. McMahan.

Absent: Ms. Knox, Mrs. Koehlinger.

Mr. Carmean was appointed Secretary Pro Tempore.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. McMahan, the minutes of the regular meeting of June 23, 1992, and the minutes of the approval of claims of July 9, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. McMahan, the financial report for June, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. McMahan, the claims were approved for payment.

Wires				$0.00
Payroll				
	07/17/92	gross 197,739.21	net	144,063.60
	07/17/92	Payroll taxes (elect. transfer)		57,939.71
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 07/17/92	#46316-46318		3,500.39
	Dated 07/24/92	#46320-46622		315,147.51

Manual Check (s)	0.00
Less VOIDS:	0.00
Accounts Payable Check Batches Subtotal:	318,647.90
Grand Total	$ 520,651.21

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of June and the year to date.

Mr. Krull next called on John Dickmeyer, Business Specialist, who presented a report on a census data project he carried out in conjunction with administrators in the Fort Wayne Community Schools. Mr. Dickmeyer developed a customized computer program capable of tabulating census statistics for school attendance districts within the community schools system. Since school attendance districts do not coincide with pre-defined census tract or block statistics areas, a customized program was required to extract and rearrange the data available in the 1990 census file.

Dr. David Platt and Bob Conner from the Fort Wayne Community Schools explained how the data project will be invaluable to administrators in preparing grant applications and analyzing population characteristics of the various attendance districts.

PERSONNEL

On motion of Mr. McMahan, the following personnel actions were approved:

Appointment:			'92 bi-weekly
Karol Caparaso	Branch Assistant Dupont Branch	#083	$552.00

Change to Authorized Staffing Table:

From:	Librarian I	#111 Grade 6	$21,232.64
To:	Librarian II	#111 Grade 7	$24,480.04

1993 BUDGET:

Mr. McMahan moved the adoption of Resolution No. 1992-12, "Resolution to Approve the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1993." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1992-13, "Resolution to Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1993." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1992-14, "Resolution to Publish Notice to Taxpayers of Budget Estimates and Tax Rates." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON BIDS RECEIVED FOR TELEVISION EQUIPMENT

Rick Hayes presented a report on bids received in response to specifications issued for television equipment. A complete tabulation of bids received is amended to and made a part of these minutes.

Mr. Hayes recommended that the lowest bid for each item of equipment be accepted, as follows:

Duncan Video	
Panasonic 7450 Portable SVHS VCR	$ 2755.00
Two Vinten VIN-10SP tripod systems	9647.00
One Vinten 3076-3 head and 3063-3 tripod	5840.00
SUBTOTAL	$18242.00
B&J Video	
Sony VO-8800 VCR with Time code	$ 3565.00
Klark Tenik DN500 audio processor	1109.00
Leightronics control cable for Panasonic AG-1960	150.00
SUBTOTAL	$4824.00
Communications Systems Group	
Sony DXC-537 Camera	$12067.00
Four Panasonic AG450 camcorders	5576.00
Portabrace carrying C8800 case	140.00
Amiga 2000 computer as specified	3523.00
Two Panasonic AG1960 VCRs	1005.00
Two JVC TM22U portable monitors	984.00
Six Portabrace tripod cases	1074.00
Ten Shure SM-11 lav microphones	810.00
Anton Bauer LSNP battery charger	553.00
Six Anton Bauer NP13 batteries	540.00
Two Telex V220 mic/headsets	418.00
Sony CA-512 adapter plate	745.00
SUBTOTAL	$27435.00
GRAND TOTAL	$50,501.00

Mr. Carmean moved "that the recommendation of Mr. Hayes be accepted and that contracts for purchase be awarded accordingly to the bidders specified." The motion carried.

APPROVAL OF GRANT APPLICATION TO CABLE TELEVISION PROGRAM ADVISORY COMMITTEE

On motion of Mr. Carmean the board approved an application to the Cable Television Program Advisory Committee in the amount of $155,701.00 for television equipment and supplies.

JOINT PROMOTIONAL ACTIVITY

The board agreed to participate in a joint promotional activity with WAJI radio. WAJI will broadcast their live "Majic Mark" show from the library on a date to be arranged later, from 6:00-9:00 a.m., and the show will be simulcast on cable television by Channel 10. When WAJI runs commercial advertisements Channel 10 will run public service announcements.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:46 p.m.

President

Secretary Pro Tempore

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT June 30, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	'89'	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	June 30 1992	June 30 1991
ASSETS											
CASH ON DEPOSIT.....	306,468	11,883	234,174	190	0	19,236	0			571,950	545,229
CASH ON HAND.....	2,732									2,732	3,056
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	3,412,891		387,500	35,000	0	0	125,000			3,960,391	1,749,557
TAXES DUE FROM COUNTY GOVERNMENT.	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	2,421
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									621,674	621,674	674,607
AMT TO BE PROVIDED--RET OF DEBT..									9,833,326	9,833,326	10,355,393
AMT TO BE PROVIDED--VAC PAY LIAB.									268,650	268,650	270,625
AMT AVAILABLE IN CAP PROJ FUND...									19,236	19,236	
TOTAL ASSETS	3,730,591	11,883	621,894	35,190	0	19,236	125,000	24,112,693	10,742,886	39,399,372	40,160,992
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	0	0			0	0			19,236	19,236	0
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	0
ACCRUED WAGES & BENEFITS.....	309,812								268,650	578,462	537,039
UNREMITTED WITHHOLDINGS.....	32,698									32,698	33,873
DEFERRED COMP PAYABLE.....	0						125,000			125,000	0
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,915,000	7,915,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE...	0								2,540,000	2,540,000	3,030,000
TOTAL LIABILITIES	2,542,509	0	220	0	0	0	125,000	0	10,742,886	13,410,615	11,601,132
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES...	951,861	65	0	0	0	0	0	0	0	951,926	529,157
RESERVED - ARBITRAGE REBATE.						19,236				19,236	0
RESTRICTED-SPECIAL REVENUE..		11,818								11,818	16,324
DESIGNATED FOR DEBT SERVICE.			621,674		0					621,674	674,607
UNRESERVED.....	236,221			35,190	0	0	0			271,411	791,888
TOTAL FUND EQUITY	1,188,081	11,883	621,674	35,190	0	19,236	0	24,112,693	0	25,988,757	28,559,860
TOTAL LIABILITIES & FUND EQUITY	3,730,591	11,883	621,894	35,190	0	19,236	125,000	24,112,693	10,742,886	39,399,372	40,160,992

MODIFIED ACCRUAL
UNAUDITED
June 1992
COMPARED

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED June 30, 1992

	GOVERNMENTAL FUND TYPES						TOTALS MEMORANDUM ONLY	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	June 30, 1992	June 30, 1991
REVENUES:								
AUTO EXCISE TAX	465,994.31		58,625.99				524,620.30	357,654
REAL PROPERTY TAX LEVY	3,731,754.14		469,831.68				4,201,585.82	3,852,893
INTANGIBLES TAX & COIT	408,968.43		5,645.02				414,613.45	533,263
USER FEES	200,186.72						200,186.72	175,182
INTERGOVERNMENTAL REVENUE	82,928.84						82,928.84	91,567
PARKING FEES	52,833.50						52,833.50	73,686
GIFTS & DONATIONS	35.81	11,319.99					11,355.80	11,265
INTEREST	42,353.36				0.00	356.80	42,710.16	32,989
OTHER REVENUES & PROCEEDS	29,421.08		0.00				29,421.08	44,511
TOTAL REVENUES	5,014,476.19	11,319.99	534,102.69	0.00	0.00	356.80	5,560,255.67	5,173,010
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	2,987,288.72	0.00					2,987,288.72	2,834,985
SUPPLIES	150,842.68	3,533.48			0.00		154,376.16	140,298
PROFESSIONAL SERVICES	38,901.15	3,860.00			0.00	0.00	42,761.15	108,963
COMMUNICATION & TRANSPORTATION	125,585.69	0.00			0.00		125,585.69	129,794
INSURANCE	72,268.00						72,268.00	91,606
UTILITY SERVICES	261,683.12						261,683.12	248,018
REPAIRS & MAINTENANCE	191,260.33				0.00		191,260.33	198,486
LEASING & MISCELLANEOUS SERVICES	75,617.59	600.00			0.00		76,217.59	100,826
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	151,825.00	2,377.15			0.00	0.00	154,202.15	187,754
LIBRARY MATERIALS	800,635.59	2,872.90			0.00	0.00	802,908.49	725,694
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			277,408.75				277,408.75	277,409
PRINCIPAL RETIREMENT			147,500.00				147,500.00	242,500
INTEREST CHARGES			94,643.75				94,643.75	107,194
TOTAL EXPENDITURES	4,855,307.87	13,243.53	519,552.50	0.00	0.00	0.00	5,388,103.90	5,393,521
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	159,168.32	(1,923.54)	14,550.19	0.00	0.00	356.80	172,151.77	(220,511)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	159,168.32	(1,923.54)	14,550.19	0.00	0.00	356.80	172,151.77	(220,511)
FUND BALANCES-JANUARY 1,	1,028,913.03	13,806.16	607,124.13	35,189.99	0.00	18,878.70	1,703,912.01	2,232,456
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-June 30'92	1,188,081.35	11,882.62	621,674.32	35,189.99	0.00	19,235.50	1,876,063.78	2,011,975

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 06/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	465,994.31		0.00		465,994.31				529,111.69	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	3,731,754.14		0.00		3,731,754.14				4,374,863.86	
5103	INTANGIBLES TAX	93,259	93,259		93259	44,869.98		0.00		44,869.98				48,389.02	
5104	COUNTY INCOME TAX	709,215	709,215		709215	364,098.45		0.00		364,098.45				345,116.55	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	4,606,716.88		0.00	0.00	4,606,716.88				5,297,481.12	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	85,735.92				85,735.92				64,264.08	
5202	EXTENDED USE FEES	180,000	180,000		180000	113,243.02		0.00	0.00	113,243.02				66,756.98	
5203	FAX FEES	2,000	2,000		2000	1,207.78				1,207.78				792.22	
	TOTAL USER FEES	332,000	332,000	0.00	332000	200,186.72	0.00	0.00	0.00	200,186.72				131,813.28	
5301	FEDERAL OPERATING GRANTS	0	0		0	67,653.82				67,653.82				(67,653.82)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	6,000.00				6,000.00				42,180.00	
5303	CITY OPERATING GRANTS	0	0		0	66,890.79		59,282.43	0.00	7,608.36				(7,608.36)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	142,211.27		59,282.43	0.00	82,928.84				(34,748.84)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	23,908.37				23,908.37				(23,908.37)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	26,887.57				26,887.57				(26,887.57)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	1,437.56				1,437.56				(1,437.56)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	600.00		8,500.00	8,500.00	600.00				101,400.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	52,833.50		8,500.00	8,500.00	52,833.50				49,166.50	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	GIFTS, DONATIONS, GRANTS	0	0		0	35.81				35.81				(35.81)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	42,353.36			0.00	42,353.36				(2,353.36)	
5701	ACPL PUBLICATIONS	100	100		100	98.15			0.00	98.15				1.85	
5702	RESEARCH SERVICES	14,000	14,000		14000	7,588.04				7,588.04				6,411.96	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	9,073.80		0.00	0.00	9,073.80				926.20	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	2,077.78				2,077.78				1,922.22	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	4,585.88				4,585.88				(4,585.88)	
5706	OTHER REVENUES	0	0		0	5,997.43				5,997.43				(5,997.43)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	29,421.08		0.00	0.00	29,421.08				(1,321.08)	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	5,073,758.62	0.00	67,782.43	8,500.00	5,014,476.19				5,440,001.81	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL @ 06/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	1,657,288.58	59.58%	174,000.37	178,410.75	1,661,698.96	59.47%		1,661,698.96	2,438,301.04	59.47%
1102	SALARIED OVERTIME	0	0		0	3,223.51	ERR			3,223.51	ERR		3,223.51	(3,223.51)	ERR
1103	SALARIED VACATION	0	0		0	116,823.38	ERR			116,823.38	ERR		116,823.38	(116,823.38)	ERR
1104	SALARIED SICK PAY	0	0		0	44,465.89	ERR			44,465.89	ERR		44,465.89	(44,465.89)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	6,204.33	ERR			6,204.33	ERR		6,204.33	(6,204.33)	ERR
1106	SALARIED HOLIDAY	0	0		0	58,934.12	ERR			58,934.12	ERR		58,934.12	(58,934.12)	ERR
1107	SALARIED JURY DUTY	0	0		0	374.87	ERR			374.87	ERR		374.87	(374.87)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	3,082.63	ERR			3,082.63	ERR		3,082.63	(3,082.63)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	19,496.65	ERR			19,496.65	ERR		19,496.65	(19,496.65)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	12,543.37	ERR			12,543.37	ERR		12,543.37	(12,543.37)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	1,922,437.33	53.11%	174,000.37	178,410.75	1,926,847.71	53.00%	0.00	1,926,847.71	2,173,152.29	53.00%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	504,282.96	51.52%	48,905.56	64,324.96	519,622.36	50.04%		519,622.36	520,377.64	50.04%
1202	HOURLY OVERTIME	0	0		0	2,503.41	ERR			2,503.41	ERR		2,503.41	(2,503.41)	ERR
1203	HOURLY VACATION	0	0		0	19,543.83	ERR			19,543.83	ERR		19,543.83	(19,543.83)	ERR
1204	HOURLY SICK PAY	0	0		0	1,760.82	ERR			1,760.82	ERR		1,760.82	(1,760.82)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,015.94				3,015.94			3,015.94	(3,015.94)	ERR
1206	HOURLY HOLIDAY	0	0		0	15,495.90	ERR			15,495.90	ERR		15,495.90	(15,495.90)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,021.90	ERR			1,021.90	ERR		1,021.90	(1,021.90)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,581.49	ERR			5,581.49	ERR		5,581.49	(5,581.49)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	553,126.25	46.81%	48,905.56	64,324.96	568,545.65	45.33%	0.00	568,545.65	471,454.35	45.33%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	14,041.36	ERR			14,041.36	ERR		14,041.36	(14,041.36)	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	12,718.52	-27.19%			12,718.52	-27.19%		12,718.52	(2,718.52)	-27.19%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	26,759.88	-167.60%	0.00	0.00	26,759.88	-167.60%	0.00	26,759.88	(16,759.88)	-167.60%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	2,502,323.46	51.41%	222,905.93	242,735.71	2,522,153.24	51.03%	0.00	2,522,153.24	2,627,846.76	51.03%
1501	EMPLOYER FICA	391,000	391,000		391000	188,380.54	51.82%	17,052.30	18,569.28	189,897.52	51.43%		189,897.52	201,102.48	51.43%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	3,307.85	33.84%			3,307.85	33.84%		3,307.85	1,692.15	33.84%
1503	EMPLOYER PERF	345,000	345,000		345000	99,374.10	71.20%	42,399.15	48,506.52	105,481.47	69.43%		105,481.47	239,518.53	69.43%
1504	GROUP INSURANCE	360,000	360,000		360000	162,577.11	54.84%	0.00		162,577.11	54.84%		162,577.11	197,422.89	54.84%
1505	DEDUCTIBLE REIMBURSEMENT	0	0		0	3,871.53	ERR			3,871.53	ERR		3,871.53	(3,871.53)	ERR
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	457,511.13	58.45%	59,451.45	67,075.80	465,135.48	57.75%	0.00	465,135.48	635,864.52	57.75%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	2,959,834.59	52.65%	282,357.38	309,811.51	2,987,288.72	52.21%	0.00	2,987,288.72	3,263,711.28	52.21%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1992

		1992 APPROPRIATION		CARRYOVER	Total	CASH BASIS		ACCRUAL TO CASH ADJUSTMT		ACCRUAL BASIS		BUDGET BASIS			
ELM#	CATEGORY	SBTC APPROV	CURRENT	ENCUMBRANCES FROM 1991	Spending Authority	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ACCRUAL @ 12/31/91 +	ACCRUAL @ 06/30/92 -	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	OPEN ENCUMBRANCES	SPENT. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	23,115.48	33.96%	2,015.98	0.00	21,099.50	39.72%	1,813.87	22,913.37	15,218.59	43.48%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	23,115.48	33.96%	2,015.98	0.00	21,099.50	39.72%	1,813.87	22,913.37	15,218.59	43.48%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	13,461.21	46.16%	0.00	0.00	13,461.21	46.16%	489.35	13,950.56	11,049.44	44.20%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	4,132.52	44.90%	666.73	4.82	3,470.61	53.73%	0.00	3,470.61	4,029.39	53.73%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	22,211.58	25.96%	11,867.66	0.00	10,343.92	65.52%	653.20	10,997.12	19,401.82	64.67%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	18,495.18	55.96%	1,092.71	0.00	17,402.47	58.57%	4,274.38	21,676.85	26,286.74	62.59%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	2,587.84	48.24%	6.43	0.00	2,581.41	48.37%	84.66	2,666.07	2,333.93	46.68%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	11,511.61	23.26%	39.64	5.00	11,476.97	23.49%	210.70	11,687.67	3,312.33	22.08%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	11,324.81	58.06%	222.70	0.00	11,102.11	58.88%	2,891.38	13,993.49	13,006.51	48.17%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	47,854.19	46.86%	7,474.87	11.67	40,390.99	55.15%	14,495.11	54,886.10	37,595.11	41.75%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	131,578.94	46.09%	21,370.74	21.49	110,229.69	54.83%	23,098.78	133,328.47	119,515.27	48.97%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	15,503.65	26.17%	92.27	0.00	15,411.38	26.61%	5,535.59	20,946.97	187.42	0.89%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	4,102.11	31.63%	0.00	0.00	4,102.11	31.63%	1,288.50	5,390.61	737.39	12.29%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	19,605.76	27.39%	92.27	0.00	19,513.49	27.73%	6,824.09	26,337.58	924.81	3.43%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	174,300.18	43.05%	23,478.99	21.49	150,842.68	50.71%	31,736.74	182,579.42	135,658.67	44.33%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1992

[illegible]	[illegible] APPROV	[illegible] CURRENT	[illegible] ENCUMBRANCES FROM 1991	[illegible] Authority	[illegible] YEAR-TO-DATE ACTUAL	[illegible] PERCENT REMAINING	[illegible] 12/31/91	[illegible] 06/30/92	[illegible] YEAR-TO-DATE ACTUAL	[illegible] PERCENT REMAINING	[illegible] ENCUMBRANCES	[illegible]	[illegible]	[illegible]
** OTHER SERVICES AND CHARGES **														
3101 CONSULTING	8,000	8,000	8,150.00	16150	4,558.00	42.50%	0.00	0.00	4,600.00	42.50%	4,750.00	9,350.00	800.00	10.00%
3102 ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	19,822.86	-891.14%	0.00	0.00	19,822.86	-891.14%	0.00	19,822.86	(17,822.86)	-891.14%
3103 LEGAL SERVICES	4,000	4,000		4000	665.00	83.38%	310.00	0.00	350.00	91.25%	0.00	350.00	3,650.00	91.25%
3104 PROGRAM PRESENTERS	4,000	4,000	0.00	4000	2,653.00	33.68%	0.00	0.00	2,653.00	33.68%	1,305.00	3,958.00	42.00	1.05%
3105 TEMPORARY HELP SERVICES	20,000	20,000		20000	6,097.45	69.51%	340.00	0.00	5,757.45	71.21%	0.00	5,757.45	14,242.55	71.21%
3106 OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	5,792.34	72.42%	74.50	0.00	5,717.84	72.77%	626.10	6,343.94	15,306.06	72.89%
TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	39,630.65	32.83%	729.50	0.00	38,901.15	34.07%	6,681.10	45,582.25	16,217.75	27.49%
3201 TELEPHONE SERVICE	110,000	110,000		110000	52,703.06	52.09%	3,819.80	0.00	48,883.26	55.56%	0.00	48,883.26	61,116.74	55.56%
3202 POSTAGE & SHIPPING	105,000	105,000	0.00	105000	52,704.47	49.81%	729.62	0.00	51,974.85	50.50%	0.00	51,974.85	53,025.15	50.50%
3203 TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204 RECRUITING	4,000	4,000		4000	4,156.20	-3.90%	53.90	0.00	4,102.30	-2.56%	0.00	4,102.30	(102.30)	-2.56%
3205 TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206 TRAVEL AND TRAINING	47,000	47,000	0.00	47000	20,616.24	56.14%	40.00	3.50	20,579.74	56.21%	0.00	20,579.74	26,420.26	56.21%
COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	130,179.97	51.06%	4,643.32	3.50	125,540.15	52.80%	0.00	125,540	140,460	52.80%
3301 PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	64.68	93.53%	19.14	0.00	45.54	95.45%	0.00	45.54	954.46	95.45%
3302 OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	0.00	100.00%	0.00	0.00	0.00	100.00%	2,032.50	2,032.50	1,967.50	49.19%
TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	64.68	98.71%	19.14	0.00	45.54	99.09%	2,032.50	2,078.04	2,921.96	58.44%
3401 INSURANCE	115,000	115,000		115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
TOTAL INSURANCE	115,000	115,000	0.00	115000	72,268.00	37.16%	0.00	0.00	72,268.00	37.16%	0.00	72,268.00	42,732.00	37.16%
3501 NATURAL GAS	165,000	165,000		165000	89,981.70	45.47%	2,901.31	0.00	87,080.39	47.22%	0.00	87,080.39	77,919.61	47.22%
3502 ELECTRICITY	450,000	450,000		450000	167,027.56	62.88%	4,209.85	0.00	162,817.71	63.82%	0.00	162,817.71	287,182.29	63.82%
3503 WATER & SEWER	14,000	14,000		14000	7,292.95	47.91%	1,180.93	0.00	6,112.02	56.34%	0.00	6,112.02	7,887.98	56.34%
3504 TRASH DISPOSAL	11,000	11,000	25.00	11025	5,673.00	48.43%	0.00	0.00	5,673.00	48.43%	5,496.00	11,169.00	(144.00)	-1.31%
TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	269,975.21	57.82%	8,292.09	0.00	261,683.12	59.11%	5,496.00	267,179.12	372,845.88	58.26%
3601 BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	14,182.57	76.36%	810.98	0.00	13,371.59	77.71%	5,607.36	18,978.95	46,024.44	70.71%
3602 HVAC SERVICE	25,000	25,000	4,397.00	29397	20,348.00	18.60%	731.00	0.00	19,617.00	21.53%	8,296.44	27,914.24	1,482.76	5.93%
3603 LANDSCAPING SERVICES	22,000	22,000	0.00	22000	12,065.30	45.16%	87.00	0.00	11,978.30	45.55%	11,852.90	23,831.20	(1,831.20)	-8.32%
3604 COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	77,769.13	49.83%	0.00	0.00	77,769.13	49.83%	71,685.18	149,454.31	5,686.19	3.67%
3605 COPIER SERVICE	40,000	40,000	3,319.34	43319.34	17,388.03	56.53%	583.82	0.00	16,804.21	57.99%	26,648.92	43,453.13	(133.79)	-0.33%
3606 VEHICLE SERVICE	22,000	22,000	389.87	22389.87	5,455.80	75.20%	2,449.03	0.00	3,006.77	86.33%	0.00	3,006.77	19,383.10	86.11%
3607 OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	52,287.73	34.64%	3,575.20	0.00	48,712.53	39.11%	27,987.91	76,700.44	4,266.70	5.34%
TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	199,497.36	50.62%	8,237.03	0.00	191,260.33	52.66%	152,078.71	343,339.04	74,880.26	18.53%
3701 REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702 EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	26,159.86	52.44%	1,854.59	0.00	24,305.27	55.81%	25,128.62	49,433.89	5,566.11	10.12%
LEASING & RENTALS	55,000	55,000	0.00	55000	26,159.86	52.44%	1,854.59	0.00	24,305.27	55.81%	25,128.62	49,433.89	5,566.11	10.12%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 06/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,315.80	6.22%	0.00	0.00	10,315.80	6.22%	0.00	10,315.80	684.20	6.22%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	1,243.80	97.51%	1,243.80	0.00	0.00	100.00%	0.00	0.00	50,491.77	100.98%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	49,663.65	47.72%	6,673.13	0.00	40,990.52	56.85%	5,731.64	46,722.16	48,429.08	50.98%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	61,229.25	65.41%	9,916.93	0.00	51,312.32	71.01%	5,731.64	57,043.96	120,599.05	68.14%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	799,004.98	53.57%	33,692.60	3.50	765,315.88	55.53%	197,148.57	962,464.45	776,222.80	45.10%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	90,988.51	44.86%	6,160.76	0.00	84,827.75	48.59%	75,264.74	160,092.49	76,295.86	46.24%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	17,500.00	93.64%	1,220.00	0.00	16,280.00	94.08%	295,527.00	311,807.00	(29,293.00)	-10.65%
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	50,717.25	35.40%	0.00	0.00	50,717.25	35.40%	15,842.78	66,560.03	12,652.34	16.12%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	159,955.61	70.30%	8,130.61	0.00	151,825.00	71.81%	386,574.52	538,399.52	79,655.20	14.79%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	625,556.29	62.09%	19,907.99	0.00	605,648.30	63.29%	295,286.27	900,934.57	859,352.20	52.08%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	87,068.61	75.12%	693.47	0.00	86,375.14	75.32%	8,494.86	94,870.00	258,995.25	74.00%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	87,766.35	54.53%	5,776.36	0.00	81,989.99	57.52%	27,941.57	109,931.56	99,442.60	51.52%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	31,012.71	40.36%	4,990.55	0.00	26,022.16	49.96%	10,088.91	36,111.07	15,922.07	30.62%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	831,403.96	62.97%	31,368.37	0.00	800,035.59	64.36%	341,811.61	1,141,847.20	1,233,712.12	54.95%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	991,359.57	64.38%	39,498.98	0.00	951,860.59	65.80%	728,386.13	1,680,246.72	1,313,367.32	47.18%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	4,924,499.32	55.48%	379,027.95	309,836.50	4,855,307.87	56.11%	957,271.44	5,812,579.31	5,486,960.07	49.62%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	149,259.30		(311,245.52)	(301,336.50)	159,168.32		(957,271.44)	(5,812,579.31)	(46,958.26)	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 23, 1992	)	
	)	
A RESOLUTION TO APPROVE THE LIBRARY	)	
BUDGET ESTIMATE FOR THE OPERATING	)	No. 1992-12
FUND FOR THE CALENDAR YEAR ENDING	)	
DECEMBER 31, 1993	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1993 as contained in the following Library Budget Form No. 1 and appended schedules consisting of four pages, and aggregating $11,523,100 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 23rd day of July, 1992.

Adopted this 23rd day of July, 1992

C. Philip Andorfer
President

Secretary Pro Tempore

Resolution No. 1992-12

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 93

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

Operating FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services		6,684,100	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies		317,500	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
_____			
_____			
_____			
Total Other Services and Charges		1,846,600	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays		2,674,000	
Fund Total		11,523,100	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library

Library for the calendar year 19 93 for the purposes therein specified.

Date this 23rd day of July 19 92

Charles C. Cole

Dean McMahan

Patricia E. Riley

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts | Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

Resolution No. 1992-12

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 93

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 19 92 to Dec. 31. 19 92	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 93 to Dec. 31, 19 93	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	44,870		89,740	
0202 License Excise Tax	529,112		862,089	
0203 CAGIT Certified Shares	0		0	
0204 CAGIT Property Tax Replacement Credit	0		XXXXXXXXXX	
0212 County Option Income Tax (COIT)	345,117		1,000,000	
OTHER REVENUE:				
1515 State Distribution	46,653		46,653	
4100 Fines and Fees	90,000		200,000	
2717 Photocopy Fees	75,000		150,000	
6101 Income From Trusts	0		0	
6100 Interest on Investments	30,000		50,000	
2716 County Contractual Library	0		0	
1418 Library Service Authority	0		0	
2705 Township Contracts (List)	0		0	
Parking	51,000		102,000	
Lost/Damaged Material	8,000		15,000	
Research Services	6,000		12,000	
Refunds and Discounts	0		0	
ACPL Publications	0		0	
FAX Fees	0		0	
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)	0		0	
City-Cable TV	0		0	
B.A.S.E.	0		0	
State Student Assistance				
120 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property	0		0	
5101 Sale of Property	0		0	
9999 Total Columns A and B	1,225,751		2,527,482	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1993
OPERATING FUND

1000	PERSONAL SERVICES	
1100	SALARIES	
1101	TIME WORKED	4,220,000
1102	OVERTIME	0
1103	VACATION	0
1104	SICK PAY	0
1105	DISABILITY PAY	0
1106	HOLIDAY PAY	0
1107	JURY DUTY	0
1108	DEATH IN FAMILY	0
1109	TRAVEL/MEETINGS	0
1110	SUNDAY PREMIUM	0
1111	TAXABLE FRINGE BENEFITS	0
1112	RELOCATION (FORMERLY 3204)	0
	TOTAL 1100	4,220,000
1200	HOURLY WAGES	
1201	TIME WORKED	1,205,000
1202	OVERTIME	80,000
1203	VACATION	0
1204	SICK PAY	0
1205	DISABILITY PAY	0
1206	HOLIDAY PAY	0
1207	JURY DUTY	0
1208	DEATH IN FAMILY	0
1209	TRAVEL/MEETINGS	0
1210	MISCELLANEOUS	0
	TOTAL 1200	1,285,000
1300	SUMMER WAGES	
1301	TIME WORKED	65,000
1302	OVERTIME	0
	TOTAL 1300	65,000
1400	SHORT-TERM ACPL STAFF	
1401	TIME WORKED	11,000
1402	OVERTIME	0
	TOTAL 1400	11,000
	TOTAL 1100-1400	5,581,000
1500	EMPLOYER PAID BENEFITS	
1501	EMPLOYER FICA	413,100
1502	UNEMPLOYMENT REIMBURSEMENT	10,000
1503	EMPLOYER PERF	230,000
1504	GROUP INSURANCE	400,000
1505	DEDUCTIBLE REIMBURSEMENT	50,000

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1993
OPERATING FUND

TOTAL 1500	1,103,100
TOTAL 1000 PERSONAL SERVICES	6,684,100
2000 SUPPLIES	
2100 OFFICE SUPPLIES	
2101 OFFICE SUPPLIES	40,000
TOTAL 2100	40,000
2200 OPERATING SUPPLIES	
2201 CLEANING SUPPLIES	27,000
2202 VEHICLE FUEL	9,000
2203 HEATING OIL	3,500
2204 COPIER SUPPLIES	35,000
2205 LIBRARY MATERIALS SUPPLIES	45,000
2206 MATER. ACCESS SUPP.(SEE 2205)	0
2207 CRAFT SUPPLIES	0
2208 OTHER OP. SUPP.(SEE2209-2211)	0
2209 PROGRAMMING SUPPLIES	23,000
2210 PRINTING SUPPLIES	29,000
2211 OPERATING SUPPLIES N.E.C.	75,000
TOTAL 2200	246,500
2300 REPAIR & MAINTENANCE SUPPLIES	
2301 MAINTENANCE SUPPLIES	24,000
2302 REPAIR PARTS	7,000
TOTAL 2300	31,000
TOTAL 2000 SUPPLIES	317,500
3000 OTHER SERVICES & CHARGES	
3100 PROFESSIONAL SERVICES	
3101 CONSULTING	10,000
3102 ENGINEERING & ARCH. SERVICES	2,000
3103 LEGAL SERVICES	3,000
3104 PROGRAM PRESENTERS	5,000
3105 TEMPORARY HELP SERVICES	15,000
3106 OTHER PROFESSIONAL SERVICES	19,000
TOTAL 3100	54,000
3200 COMMUNICATION & TRANSP. SERV.	
3201 TELEPHONE SERVICE	115,000
3202 POSTAGE & SHIPPING	110,000

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1993
OPERATING FUND

3203	TRAVEL & MEETINGS (SEE 3206)	0
3204	RELOCATION (SEE 1112)	0
3204	RECRUITING	5,000
3205	TRAINING & DEVEL.	15,000
3206	TRAVEL & TRAINING	45,000
	TOTAL 3200	290,000
3300	PRINTING & ADVERTISING	
3301	PUBLICATION OF LEGAL NOTICES	1,000
3302	PRINTING OTHER THAN OFC. SUPP.	4,500
	TOTAL 3300	5,500
3400	INSURANCE	
3401	INSURANCE	115,000
	TOTAL 3400	115,000
3500	UTILITY SERVICES	
3501	NATURAL GAS	173,000
3502	ELECTRICITY	470,000
3503	WATER & SEWER	21,000
3504	TRASH DISPOSAL	13,000
	TOTAL 3500	677,000
3600	REPAIRS & MAINTENANCE	
3601	BUILDING & STRUCTURES REPAIR	70,000
3602	HVAC SERVICES	30,000
3603	LANDSCAPING SERVICES	24,000
3604	COMPUTER MAINTENANCE	170,000
3605	COPIER SERVICES	45,000
3606	VEHICLE SERVICES	17,000
3607	OTHER EQUIPMENT SERVICES	84,000
	TOTAL 3600	440,000
3700	RENTALS	
3701	REAL ESTATE RENTAL	0
3702	EQUIPMENT RENTAL/LEASING	58,000
	TOTAL 3700	58,000
3800	DEBT SERVICE	
3801	LONG-TERM DEBT PRINCIPAL	0
3802	INTEREST ON LONG-TERM DEBT	0
	TOTAL 3800	0
3900	MISC. SERVICES & CHARGES	
3901	DUES & MEMBERSHIPS	12,000
3902	INTEREST ON TEMPORARY LOANS	90,000
3903	TAXES & ASSESSMENTS	100

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1993
OPERATING FUND

3904	TRANSFER TO LIRF	0
3905	MATERIALS CONSERVATION SERV.	0
3906	COMPUTER SERVICES	105,000
3907	OTHER	0
	TOTAL 3900	207,100
	TOTAL 3000 OTHER SERVICES & CHARGES	1,846,600
4000	CAPITAL OUTLAYS	
4400	EXP. FOR GEN. FIXED ASSETS	
4401	FURNITURE & EQUIPMENT	120,000
4403	COMPUTER EQUIPMENT	338,900
4405	TELEVISION EQUIPMENT	1,000
4407	VEHICLES	20,000
4409	BUILDINGS	0
4411	LAND	0
	TOTAL 4400	479,900
4500	EXP. FOR LIBRARY COLLECTION	
4510	BOOKS	1,600,000
4511	CONSERVATION-BOOKS	
4520	PERIODICALS	315,000
4521	CONSERVATION-PERIODICALS	
4530	NON-PRINT MATERIALS	150,000
4540	ONLINE INFORMATION	90,000
	TOTAL 4500	2,195,000
	TOTAL 4000 CAPITAL OUTLAYS	2,674,900
	TOTAL BUDGET	11,523,100

503 [redacted]
ID YEAR CO TYPE KEY FUND

Resolution No. 1992-12

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL ☐ TAXING UNIT Allen County Public Library COUNTY Allen

FUND Operating NET ASSESSED VALUATION 2,311,410,705 0 5

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	11,523,100	11,523,100		
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	6,137,060	6,137,060		
3. Additional appropriation necessary to be made July 1 to December 31 of present year	239,980 0	239,980 0		
4. Outstanding temporary loans to be paid not included in lines 2 or 3	2,200,000	2,200,000		
5. Total funds required (add lines 1, 2, 3 and 4)	20,100,140	20,100,140		
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	3,719,359	3,719,359		
7. Taxes to be collected, present year (December Settlement)	4,372,115	4,372,115		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	1,225,751	1,225,751		
b. Total Column B Budget Form 2	2,527,482	2,527,482		
9. Total Funds (add lines 6, 7, 8a and 8b)	11,844,707	11,844,707		
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	8,255,433	8,255,433		
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	500,000	500,000		
12. Amount to be raised by tax levy (add lines 10 and 11)	8,755,433	8,755,433		
13. Property Tax Replacement Credit from Local Option Tax	0	0		
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	8,755,433	8,755,433		
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16. Net Amount to be Raised	8,755,433	8,755,433		
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.3788	.3788		

Note: Please be sure total of amounts in line 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 23, 1992)
)
A RESOLUTION TO APPROVE THE LIBRARY)
BUDGET ESTIMATE FOR THE BOND AND) No. 1992-13
INTEREST REDEMPTION FUND FOR THE)
CALENDAR YEAR ENDING DECEMBER 31, 1993)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1993 as contained in the following Library Budget Form No. 1 and aggregating $1,226,391 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 23rd day of July, 1992.

Adopted this 23rd day of July, 1992.

C. Philip Anderson
President

Secretary Pro Tempore

Resolution No. 1992-13

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 93

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

nd & Interest Redemption FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services			
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies			
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate ..Capital Lease Payments	726,228		
Equipment			
Debt Service			
Payment of Bonds	325,000		
Interest - Bonds	175,163		
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		1,226,391	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total			

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library

Library for the calendar year 19 93 for the purposes therein specified.

Date this 23rd day of July 19 92

Charles E. Allen

Dean McMahan

Patricia E. Riley

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

Resolution No, 1992-13

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 93

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Bond & Interest Redemption FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 19 92 to Dec. 31. 1992	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 93 to Dec. 31, 19 93	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	5,645		11,290	
0202 License Excise Tax	56,374		108,458	
0203 CAGIT Certified Shares	0		0	
0204 CAGIT Property Tax Replacement Credit	0		XXXXXXXXXX	
0212 County Option Income Tax (COIT)	0		200,000	
OTHER REVENUE:				
1515 State Distribution	0		0	
4100 Fines and Fees	0		0	
2717 Photocopy Fees	0		0	
6101 Income From Trusts	0		0	
6100 Interest on Investments	0		0	
2716 County Contractual Library	0		0	
1418 Library Service Authority	0		0	
2705 Township Contracts (List)	0		0	
Parking	0		0	
Lost/Damaged Material	0		0	
Research Services	0		0	
Refunds and Discounts	0		0	
6400 Gifts and Bequests	0		0	
1419 Operating Grants (Specify Source)				
3102 City-Cable TV	0		0	
9902 B.A.S.E.	0		0	
9902 State Student Assistance	0		0	
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property	0		0	
5101 Sale of Property	0		0	
9999 Total Columns A and B	62,019		319,748	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

503

ID	YEAR	CO	TYPE	KEY	FUND

Resolution No. 1992-13

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL ☐ TAXING UNIT Allen County Public Library COUNTY Allen

FUND Bond & Interest Redemption Fund NET ASSESSED VALUATION 2,311,410,705

0 5

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	1,226,391	1,226,391		
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	514,765	514,765		
3. Additional appropriation necessary to be made July 1 to December 31 of present year	0	0		
4. Outstanding temporary loans to be paid not included in lines 2 or 3	0	0		
5. Total funds required (add lines 1, 2, 3 and 4)	1,741,156	1,741,156		
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	621,674	621,674		
7. Taxes to be collected, present year (December Settlement)	550,048	550,048		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	62,019	62,019		
b. Total Column B Budget Form 2	319,748	319,748		
9. Total Funds (add lines 6, 7, 8a and 8b)	1,553,489	1,553,489		
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	187,667	187,667		
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	730,184	730,184		
12. Amount to be raised by tax levy (add lines 10 and 11)	917,851	917,851		
13. Property Tax Replacement Credit from Local Option Tax	0	0		
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	917,851	917,851		
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
16. Net Amount to be Raised	917,851	917,851		
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.03971	.03971		

Note: Please be sure total of amounts in line 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 23, 1992	)	
	)	
A RESOLUTION TO PUBLISH A NOTICE	)	1992-14
TO TAXPAYERS OF BUDGET ESTIMATES	)	
AND TAX RATES	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Budget Estimates and Tax Rates, consisting of one page, is hereby ordered to be published, according to law.

Adopted this 23rd day of July, 1992.

C. Philip Andanger
President

Secretary Pro Tempore

Prescribed by State Board of Accounts

Library Budget Form 3 (Rev. 1982)

Resolution No. 1992-14

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of Allen County Pub. Library Allen County, Indiana. } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at Allen Co. Pub. Lib. Fort Wayne, Indiana on the 1993 Budget at 10:00 a.m. on August 14, 1992. Following this meeting, the aforementioned officers of said Library, will meet at Allen County Public Library, Ft. Wayne Indiana at 3:00 p.m. on August 27, 1992 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	$ 11,523,100	$ 8,755,433	$	$ .3788
Library Improvement Reserve Fund		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
Bond and Interest Redemption Fund	1,226,391	917,851		.0397
Fund				
Fund				
Fund				
Fund				
Fund				
Totals	$ 12,749,491	$ 9,673,284	$	$ .4185

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

C. Shirley Andaya
President of Library Board

Secretary of Library Board
Pro Tempore

Earl H. Bottenberg
Treasurer of Library Board

Dated July 23, 1992

A.E. BOYCE CO., MUNCIE, IND. 0886

TELEVISION EQUIPMENT BID FORM

Deliver to:
TV BID
Director's Office
Allen County Public Library
900 Webster Street
Fort Wayne, IN 46801
Due July 16, 1992, 3pm

Company _____
Name of Bidder: _____
Bid Written by: _____
Address: _____
City, State, Zip: _____

NOTE: this is not a package bid list. Individual items will be purchased from the vendor providing the lowest and best bid for each item.

EQUIPMENT NEEDED:

1. High quality three-chip camera with HAD chip, 700 lines resolution, 62 db S/N ratio, and 16 x 1 zoom lens with 2x extender and technical service manual.
Compare to Sony DXC-537 Camera with Fujinon A16 x 9.5 BERM/B 16 x 1 zoom lens with 2x extender.

2. Four super VHS camcorders with minimum 400 lines resolution, flying erase head, 10x lens and standard accessories.
Compare to Panasonic AG-450 camcorders.

3. One portable SP U-Matic video cassette recorder with time code reader/generator board, XLR audio connectors
Compare to Sony V0-8800 VCR with BKU-705 TC board.

4. One padded carrying case for SP VCR with heavy duty handle.
Compare to Porta-Brace C8800 case with HB40 leather strap.

5. One portable Super VHS recorder with XLR audio connectors and dockable adaptor to use as stand alone VCR. Require Technical Service Manual.
Compare to Panasonic 7450 portable SVHS recorder with dockable VCR package.

6. Amiga 2000 computer. Require 50 MGz processor, 16 Mg RAM, 240 Mg Hard Drive, dual 3.5 disc drives, color monitor.
Compare to Amiga 2000 with Amiga 1040 color monitor and GVP G-Force 030 board with 16 Mb RAM, 68882 FPU 50MHz processor.

	Duncan	CSG	REJECTED Cruse LATE BID	B+J	Comp. Corner	Media
1.	12,517	12,067	11,885	–	–	–
2.	5,822	5,576	5,380	5,936	–	7,625
3.	3,811	3,648	3,725	3,565	–	9,999
4.	145.45	140	145	153.06	–	–
5.	2,755	3,165	2,670	2,860	–	3,499
6.	–	3,523	4,386 (different monitor + 240 Meg HD)	4,737	4,360	4,350

	Duncan	CSG	REJECTED Cruse	B+J	Comp. Corner	Media Comp.
7. Audio limiter/expander to set master gain and limiter controls for public access channel. Require unit that can automatically raise and/or lower source audio signal to maintain consistent audio deviation level for transmission to cable system. Compare to Klark Teknik DN500 Dynamic processor.	(balanced outputs) 1,260.25* (unbalanced outputs) 1,119.35	1,188	—	7. 1,109	—	—
8. Two Super VHS recorder/players for use in channel origination. Require tuner, jog/shuttle control, and edit port to connect with Leightronics TCD controller. Require Technical Service manual. Compare to Panasonic AG-1960 SVHS VCR.	8. 2,166.50	1,005	2,050	8. 2,050	—	2,300
9. Two control cables to connect the Panasonic AG-1960 SVHS VCR with the Leightronics TCD controller.	9. 250.	242.	250.	9. 150.	—	—
10. Two portable color monitors with built-in audio. AC/DC powered operation, minimum 5" screen and two batteries for each monitor. Prefer multiple video in/outputs and separate battery charger. Compare to JVC TM-22U color monitor with NB-P1 batteries with separate AA-P26U charger.	10. 1,842.30	984. (missing charger)	1138.	10. 1,010.00 (missing charger)	—	1,020
11. Six lightweight, padded, carrying cases for fluid head tripods. To be used with Bogan 3068 tripods with 3066 fluid heads. Compare to Porta-Brace Tripod Mummy cases.	11. 1,115.40	1,074.	1,080	11. 1,122	—	—
12. Ten dynamic element lavelier microphones with frequency response of at least 50-15000 Hz. Require carrying cases and tie and bar clips. Compare to Shure SM-11 microphones	12 822.50	810.	850.	12 840.	—	2,100
13. One battery charger/conditioner for NP type batteries. Need unit that will allow constant trickle charge to keep batteries ready to go. Include technical service manual. Compare to Anton Bauer LSNP NP Plus battery charger.	13. 572.25	553.	557.	13. 620.	—	—
14. Six NP13+ batteries. Compare to Anton Bauer NP13+ batteries.	14. 666.90	540.	654.	14. 696.	—	—
15. Two broadcast announcer headsets for use in sports coverage, with cough switch. Compare to Telex PH-91 Announcer Mic/headsets.	(V220 Telex) 15. 431.10	307.	314.	15. —	—	—
16. Total freight charges	16. NO CHARGE	NO CHARGE	NO Cha	16. NO CHARGE	—	—
17. Total Bid price	17. 34,036.75 or *34,177.65 See item #7 Need balenced output	34,822	35,084. Bid Rejected Due to late arrival	17. 24,848	4,360	30,893

OPTION LIST

1. Adapter to dock Panasonic S-7450 portable VCR with Sony DXC-537 camera.

** We are going to replace the ENG tripods we have been using in our TV studio. We want to replace them with the best fluid head studio tripods we can afford. We would prefer having pneumatic pedestals with ability to be counter balenced so that they would handle the unbalanced weight of the Sony M7 cameras, with a lens weighing 3 lb. 15 oz. and a viewfinder weighing 6lb. 14 oz. for a maximum weight of 21 pounds 3 ounces. Require tripods with complete package: fluid head, dolly, and two arms. Need guarantee that which ever tripod that you bid it will properly balance the camera.*

We will purchase two of one of the following tripod systems:

2. Sachtler Ped 14II System with Video 14 II head, Pedestal 14, and Dolly 14
3. Sachtler Pedestal 14 with Video 18 head, and Dolly 14.
4. O'Connor System 10-30 with Ultimate 10-30 head, Model 55M Tripod, and 53A Tripod Dolly
5. Miller System with 50 II head, 290 Maxi tripod, with 365 Dolly
6. ITE with H-90 head, T-85 tripod, and D-48 Dolly
7. Other comparable model that you suggest: Vinten VIN-10SP Tripod System (Vinten)

** One tripod for studio usage. Require tripod with complete studio package: fluid head, dolly, and two arms. Will be used with Sony M7 camera and Listec Teleprompter for a maximum weight capacity of 70 lbs pounds.*

We want to purchase one of the following tripod systems:

8. O'Connor System with 25-75 Ultimate head, 25-75 Tripod, and 53A Tripod Dolly
9. Miller System with #80 head, Maxi 290 tripod, with 365 tripod Dolly
10. ITE with H100 head and P7 pedestal tripod
11. Quickset Hercules QHP-1 tripod system
12. Other comparable model (Vinten)
13. FREIGHT CHARGE FOR TRIPOD

	Duncan	CSG	Cruse	B+J	Comp. Corner	Media C
	(JVC DEC2) 777.50					
1.	777.80	745.	765.	–	–	–
2.	6,103.50	5,580.	–	–	–	–
3.	10,129.40	8,426.	–	–	–	–
4.	9,100.	9,262.	8,798.	–	–	–
5.	8,422.40	7,526.	7,530.	7,910.00	–	–
6.	6,121.90	5,846.	–	–	–	–
7.	9,647.	CSI 2,362.	(Vinten) 12,918.			
8.	7,249.40	11,595.	7,000.	–	–	–
9.	6,500.	5,855.	5,915.	–	–	–
10.	5,632.	5,325.	–	–	–	–
11.	–	–	–	2,815.	–	–
12	5,840.55	–	(Vinten) 8,630.	–	–	–
13.	NO CHARGE	NO CHARGE	No Char.	No CHARGE		

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims August 14, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $563,384.07 on August 14, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
07/31/92	gross	200,296.15	net	146,013.57
07/31/92	Payroll taxes (electronic transfer)			58,717.77
08/14/92	gross	200,786.61		146,136.62
08/14/92	Payroll taxes (electronic transfer)			58,788.48
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 07/31/92	#46624-46627			4,480.50
Dated 08/07/92	#46629-46755			138,688.47
Dated 08/14/92	#46757-46762			10,615.61
Manual Checks(s)	#			0.00
Less VOIDS:	#44571 & 45713			(56.95)
Accounts Payable Check Batches Subtotal:				$153,727.63
Grand Total			$	563,384.07

Mr. Andorfer, Mrs. Koehlinger, Mr. Carmean, and Mrs. Riley approved and signed the register of claims as presented by the director.

Mary Koehlinger

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Public Hearing on 1993 Budget, August 14, 1992

A public hearing on the 1993 budget of the Allen County Public Library was held on Friday, August 14, 1992, at 10:00 a.m. in Room 4 of the main library. Mr. Andorfer opened the meeting for public comment.

When no taxpayers appeared to be heard, the hearing was adjourned at 10:08 a.m.

Mary Dickenson

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
August 27, 1992
3:00 p.m. - Dupont Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of July 23, 1992, and meeting for approval of claims of August 14, 1992.

4. Financial report for July, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Resolution No. 1992-15, "Resolution to Adopt the Library Budgets and Tax Rates for the Operating Fund and for the Bond & Interest Redemption Fund for the Calendar Year Ending December 31, 1993."

10. Resolution No. 1992-16, "Resolution of Appropriations - Operating Fund."

11. Resolution No. 1992-17, "Resolution of Appropriations - Bond & Interest Redemption Fund."

12. Resolution No. 1992-18, "Certificate and Resolution of Taxes."

13. Resolution No. 1992-19, "Resolution to Adopt a Revised Policy on Resource Development."

14. Proposed joint promotional activity.

15. Other business.

16. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of August 27, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 27, 1992, at 3:00 p.m. at Dupont Branch Library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, and Mrs. Koehlinger.

Absent: Ms. Knox, Mr. Coleman, and Mr. McMahan.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of July 23, 1992, and the minutes of the approval of claims of August 14, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for July, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Koehlinger, the claims were approved for payment.

Wires				$0.00
Payroll				
	08/28/92	gross 199,420.65	net	145,346.44
	08/28/92	Payroll taxes (elect. transfer)		58,170.81
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 07/31/92	#46764-47105		252,379.70
	Manual Check (s) 8/21/92	#2971		829.00

Less VOIDS:	#46459	(44.70)
Accounts Payable Check Batches Subtotal:		253,164.00
Grand Total		$ 456,681.25

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of July and the year to date.

The first floor rearrangement is progressing according to schedule.

The changeover of the main library's electrical transformer was completed successfully. Gene Johnson worked nearly around the clock to ensure that all went smoothly. Dave Crick and his maintenance staff also worked overtime on the job.

The state legislature passed a law last session mandating reciprocal loans of books among libraries, and creating the Public Library Access Card. This will affect areas where there are numerous independent library districts in close proximity to one another. A memo outlining the background on this issue was mailed to board members.

The pilot project to link Northside High School directly into the library's online public access catalog is moving forward. Terminals will be installed in the Northside library for use by students. Library and school staff will monitor the project and use their findings to evaluate the feasibility of expanding this kind of service. Costs to the library in equipment, maintenance, and staff time need to be carefully analyzed before any commitments are made to continue or expand this service.

A used book sale was held to dispose of duplicate items stored for years as "trading stock" for the genealogy collections. Genealogy Department staff organized the sale, priced and prepared the materials, and worked with volunteers from the Allen County Genealogical Society and the Reynolds Society during the sale. The intent was to direct the proceeds of the sale, which totalled more than $30,000, to the Reynolds Society to form the beginnings of a genealogy endowment within the ACPL Foundation. Mrs. Riley expressed her concern with the concept of directing proceeds of the sale of library system property for the benefit of a specific library department. Mr. Andorfer directed the board's Finance Committee to meet and consider this issue. Proceeds of the sale are currently credited to the general fund of the foundation.

PERSONNEL

On motion of Mrs. Koehlinger, the following personnel actions were approved:

Appointment:			'92 bi-weekly
Eileen Schobert	Registration Specialist Circulation Services	#452	$563.20
Maria Lewis	Acquisition Assistant Acquisition Services	#554	$555.31

RESOLUTION TO ADOPT BUDGETS AS ADVERTISED

Mr. Carmean moved the adoption of Resolution No. 1992-15, "Resolution to Adopt the Library Budgets and Tax Rates for the Operating Fund and the Bond & Interest Redemption Fund for the Calendar Year Ending December 31, 1993." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION OF APPROPRIATIONS - OPERATING FUND

Mrs. Koehlinger moved the adoption of Resolution No. 1992-16, "Resolution of Appropriations - Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION OF APPROPRIATIONS - BOND & INTEREST REDEMPTION FUND

Mr. Carmean moved the adoption of Resolution No. 1992-17, "Resolution of Appropriations - Bond & Interest Redemption Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

CERTIFICATE AND RESOLUTION OF TAX RATES

Mrs. Koehlinger moved the adoption of Resolution No. 1992-18, "Certificate and Resolution of Tax Rates." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REVISED POLICY ON RESOURCE DEVELOPMENT

Mr. Krull presented a revised policy dealing with "resource development," a term intended to broaden the scope of what currently is referred to a collection development. The board discussed the proposed policy revisions. Questions were raised regarding the interpretation and effect of language dealing with the purchase of foreign language materials. Mr. Fortriede was asked to review this language and attempt to clarify its intent. On motion of Mr. Carmean, consideration of the motion was postponed until the September board meeting.

JOINT PROMOTIONAL ACTIVITIES

WAJI has suggested that the library waive overdue fines for materials returned during their previously approved "Magic Man" broadcast from the main library, which is to take place this fall. After discussion, the board decided against this idea.

Little Professor Books will be opening a store in the Fort Wayne area. They have offered to include the library as a beneficiary of their "In-Store Book Fair" promotion. When the library is the featured non-profit organization for one of these fairs, Little Professor will donate 10% of the purchase of anyone who mentions the library's name while shopping. The board concurred that this was a fine concept, but suggested that this might be even more beneficial for the Friends. Ms. Hackworth will present the idea to the Friends board.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:20 p.m.

C. Shirley Andersen
President

Mary M. Beckenger
Secretary

MODIFIED ACCRUAL
UNAUDITED
July 1992
COMR9207

17-Aug-92

ALLEN COUNTY PUBLIC LIBRARY

--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED July 31, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	YEAR-TO-DATE July 31, 1992	YEAR-TO-DATE July 31, 1991
REVENUES:								
AUTO EXCISE TAX	465,994		58,626				524,620	357,654
REAL PROPERTY TAX LEVY	3,731,754		469,832				4,201,586	3,852,893
INTANGIBLES TAX & COIT	471,233		5,645				476,878	533,263
USER FEES	230,252						230,252	202,293
INTERGOVERNMENTAL REVENUE	134,992						134,992	142,416
PARKING FEES	77,986						77,986	82,235
GIFTS & DONATIONS	30,036	12,135					42,171	11,432
INTEREST	53,713				0	409	54,122	41,303
OTHER REVENUES & PROCEEDS	37,806		0				37,806	48,232
TOTAL REVENUES	5,233,766	12,135	534,103	0	0	409	5,780,413	5,271,721
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	3,512,863	0					3,512,863	3,337,792
SUPPLIES	182,169	3,601			0		185,770	150,421
PROFESSIONAL SERVICES	41,148	5,408			0	0	46,556	110,962
COMMUNICATION & TRANSPORTATION	153,488	0			0		153,488	150,752
INSURANCE	72,268						72,268	91,606
UTILITY SERVICES	308,296						308,296	292,540
REPAIRS & MAINTENANCE	219,666				0		219,666	208,512
LEASING & MISCELLANEOUS SERVICES	87,284	600			0		87,884	123,231
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	284,456	2,377			0	0	286,833	188,023
LIBRARY MATERIALS	916,781	2,873			0	0	919,654	815,030
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			722,140				722,140	554,818
PRINCIPAL RETIREMENT--BONDS			125,000				125,000	490,000
INTEREST CHARGES--BONDS			187,178				187,178	208,171
TOTAL EXPENDITURES	5,778,420	14,859	1,034,318	0	0	0	6,827,597	6,721,858
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(544,653)	(2,724)	(500,215)	0	0	409	(1,047,184)	(1,450,137)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0	0
OPERATING TRANSFERS IN	0		0	0	0	0	0	0
OPERATING TRANSFERS OUT	0		0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(544,653)	(2,724)	(500,215)	0	0	409	(1,047,184)	(1,450,137)
FUND BALANCES-JANUARY 1,	1,028,913	13,806	607,124	35,190	0	18,879	1,703,912	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0	0			0	0	0	0
FUND BALANCES-July 31'92	484,260	11,082	106,909	35,190	0	19,288	656,728	782,350

July 1992 - UNAUDITED
COMB0792

17-Aug-92

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT July 31, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMO ONLY)	
	GENERAL	SPEC REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTO	"89"	TRUST & AGENCY	GENERAL FIX ASSETS	GENERAL L.T.DEBT	July 31 1992	July 31 1991
ASSETS											
CASH ON DEPOSIT.....	5,379	11,082	1,909	190	0	19,288	260			38,107	545,229
CASH ON HAND.....	3,098									3,098	3,056
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	2,806,222		105,000	35,000	0	0	125,000			3,071,222	1,749,557
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	2,421
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									106,909	106,909	674,607
AMT TO BE PROVIDED--RET OF DEBT..									10,138,091	10,138,091	10,355,393
AMT TO BE PROVIDED--VAC PAY LIAB.									256,236	256,236	270,625
AMT AVAILABLE IN CAP PROJ FUND...									19,288	19,288	
TOTAL ASSETS	2,823,199	11,082	107,129	35,190	0	19,288	125,260	24,112,693	10,520,524	37,754,365	40,160,992
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	2	0			0	0			19,288	19,290	0
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	0
ACCRUED WAGES & BENEFITS.....	116,311								256,236	372,547	537,039
UNREMITTED WITHHOLDINGS.....	22,626									22,626	33,873
DEFERRED COMP PAYABLE.....	0						125,000			125,000	0
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,830,000	7,830,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE..	0								2,415,000	2,415,000	3,030,000
TOTAL LIABILITIES	2,338,939	0	220	0	0	0	125,000	0	10,520,524	12,984,683	11,601,132
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES..	804,398	2,617	0	0	0	0	0	0	0	807,015	529,157
RESERVED - ARBITRAGE REBATE.						19,288				19,288	0
RESTRICTED-SPECIAL REVENUE..		8,465								8,465	16,324
DESIGNATED FOR DEBT SERVICE.			106,909		0					106,909	674,607
UNRESERVED.....	(320,138)			35,190	0	0	260			(284,688)	791,888
TOTAL FUND EQUITY	484,260	11,082	106,909	35,190	0	19,288	260	24,112,693	0	24,769,682	28,559,860
TOTAL LIABILITIES & FUND EQUITY	2,823,199	11,082	107,129	35,190	0	19,288	125,260	24,112,693	10,520,524	37,754,365	40,160,992

JULY 92 unaudited
FR-07REVI92
EXPER892

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1992

11-Aug-92
10:46 AM

GLA#	CATEGORY	Total Spending Authority	*-CASH BASIS-* YEAR-TO-DATE ACTUAL	*ACCRUAL BASIS* YEAR-TO-DATE ACTUAL	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND.AUTHORITY ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE
	REVENUES:						(OVER)/UNDER for REVENUE
5101	AUTO EXCISE TAX	995,106	465,994.31	465,994.31			529,112
5102	REAL PROPERTY TAX LEVY	8,106,618	3,731,754.14	3,731,754.14			4,374,864
5103	INTANGIBLES TAX	93,259	44,869.98	44,869.98			48,389
5104	COUNTY INCOME TAX	709,215	426,363.35	426,363.35			282,852
	TOTAL LOCAL TAX REVENUES	9,904,198	4,668,981.78	4,668,981.78			5,235,216
5201	PHOTOCOPYING FEES	150,000	98,666.29	98,666.29			51,334
5202	EXTENDED USE FEES	180,000	130,333.52	130,333.52			49,666
5203	FAX FEES	2,000	1,252.48	1,252.48			748
	TOTAL USER FEES	332,000	230,252.29	230,252.29			101,748
5301	FEDERAL OPERATING GRANTS	0	69,605.60	69,605.60			(69,606)
5302	STATE OPERATING GRANTS	48,180	56,111.19	56,111.19			(7,931)
5303	CITY OPERATING GRANTS	0	66,890.79	7,608.36			(7,608)
5304	COUNTY OPERATING GRANTS	0	1,666.66	1,666.66			(1,667)
	TOTAL GRANTS	48,180	194,274.24	134,991.81			(86,812)
5401	PARKING REVENUES-239 W WAYNE	0	36,533.17	36,533.17			(36,533)
5402	PARKING REVENUES-900 S HARRISON	0	38,521.73	38,521.73			(38,522)
5403	PARKING REVENUES-236 W WASHINGTON	0	2,131.45	2,131.45			(2,131)
5404	OTHER PARKING REVENUES	102,000	800.00	800.00			101,200
	TOTAL PARKING REVENUES	102,000	77,986.35	77,986.35			24,014
5501	SERVICE CENTER RENT	0	0.00	0.00			
5502	OTHER RENTAL INCOME	0	0.00	0.00			0
5601	GIFTS, DONATIONS, GRANTS	0	30,035.81	30,035.81			(30,036)
5602	LINCOLN LIFE B.A.S.E.	0	0.00	0.00			0
5650	INTEREST	40,000	53,712.64	53,712.64			(13,713)
5701	ACPL PUBLICATIONS	100	98.15	98.15			2
5702	RESEARCH SERVICES	14,000	8,125.30	8,125.30			5,875
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,553.41	10,553.41			(553)
5704	REFUNDS/DISCOUNTS EARNED	4,000	2,361.85	2,361.85			1,638
5705	INSURANCE CLAIM PAYMENTS	0	9,585.88	9,585.88			(9,586)
5706	OTHER REVENUES	0	7,081.16	7,081.16			(7,081)
	TOTAL MISCELLANEOUS REVENUES	28,100	37,805.75	37,805.75			(9,706)
	TOTAL REVENUES	10,454,478	5,293,048.86	5,233,766.43			5,220,712

JULY 92 unaudited
ER-07REV192
EXPER892

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1992

11-Aug-92
10:46 AM

GLA#	CATEGORY	Total Spending Authority	*-CASH BASIS-* YEAR-TO-DATE ACTUAL	*ACCRUAL BASIS* YEAR-TO-DATE ACTUAL	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND.AUTHORITY ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE
	EXPENDITURES:						
	** PERSONAL SERVICES **						
1101	SALARIED TIME WORKED	4,100,000	2,017,774.17	1,906,437.83		1,906,437.83	2,193,562
1102	SALARIED OVERTIME	0	4,286.98	4,286.98		4,286.98	(4,287)
1103	SALARIED VACATION	0	157,859.15	157,859.15		157,859.15	(157,859)
1104	SALARIED SICK PAY	0	53,082.31	53,082.31		53,082.31	(53,082)
1105	SALARIED DISABILITY PAY	0	7,255.21	7,255.21		7,255.21	(7,255)
1106	SALARIED HOLIDAY	0	73,529.02	73,529.02		73,529.02	(73,529)
1107	SALARIED JURY DUTY	0	374.87	374.87		374.87	(375)
1108	SALARIED DEATH-IN-FAMILY	0	4,450.27	4,450.27		4,450.27	(4,450)
1109	SALARIED TRAVEL/MEETINGS	0	29,273.57	29,273.57		29,273.57	(29,274)
1110	SALARIED PREMIUM TIME	0	12,777.55	12,777.55		12,777.55	(12,778)
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0.00	0.00		0.00	0
1112	SALARIED RELOCATION	0	0.00	0.00		0.00	0
	TOTAL SALARIES	4,100,000	2,360,663.10	2,249,326.76	0.00	2,249,326.76	1,850,673
1201	HOURLY TIME WORKED	1,040,000	614,794.29	589,065.84		589,065.84	450,934
1202	HOURLY OVERTIME	0	3,458.38	3,458.38		3,458.38	(3,458)
1203	HOURLY VACATION	0	25,485.31	25,485.31		25,485.31	(25,485)
1204	HOURLY SICK PAY	0	2,197.96	2,197.96		2,197.96	(2,198)
1205	HOURLY DISABILITY PAY	0	3,279.24	3,279.24		3,279.24	(3,279)
1206	HOURLY HOLIDAY	0	19,144.18	19,144.18		19,144.18	(19,144)
1207	HOURLY JURY DUTY	0	0.00	0.00		0.00	0
1208	HOURLY DEATH-IN-FAMILY	0	1,184.70	1,184.70		1,184.70	(1,185)
1209	HOURLY TRAVEL/MEETINGS	0	5,669.07	5,669.07		5,669.07	(5,669)
	TOTAL HOURLY WAGES	1,040,000	675,213.13	649,484.68	0.00	649,484.68	390,515
1301	SUMMER EMPLOYEES- TIME WORKED	0	47,315.51	47,315.51		47,315.51	(47,316)
1302	SUMMER EMPLOYEES-OVERTIME	0	24.75	24.75		24.75	(25)
1401	SHORT-TERM STAFF TIME WORKED	10,000	16,127.12	16,127.12		16,127.12	(6,127)
1402	SHORT-TERM STAFF OVERTIME	0	0.00	0.00		0.00	0
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	63,467.38	63,467.38	0.00	63,467.38	(53,467)
	TOTAL COMPENSATION	5,150,000	3,099,343.61	2,962,278.82	0.00	2,962,278.82	2,187,721
1501	EMPLOYER FICA	391,000	233,468.31	222,982.86		222,982.86	168,017
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	4,794.52	4,794.52		4,794.52	205
1503	EMPLOYER PERF	345,000	147,880.14	129,383.65		129,383.65	215,616
1504	GROUP INSURANCE	360,000	189,095.01	189,095.01		189,095.01	170,905
1505	DEDUCTIBLE REIMBURSEMENT	0	4,327.99	4,327.99		4,327.99	(4,328)
	TOTAL EMPLOYEE BENEFITS	1,101,000	579,565.97	550,584.03	0.00	550,584.03	550,416
	TOTAL PERSONAL SERVICES	6,251,000	3,678,909.58	3,512,862.85	0.00	3,512,862.85	2,738,137

JULY 92 unaudited
EF-07REVI92
EXPER892

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1992

11-Aug-92
10:46 AM

GLA#	CATEGORY	Total Spending Authority	*-CASH BASIS-* YEAR-TO-DATE ACTUAL	*ACCRUAL BASIS* YEAR-TO-DATE ACTUAL	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND.AUTHORITY ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE
** SUPPLIES **							
2101	OFFICE SUPPLIES	38,132	24,884.77	22,868.79	1,274.34	24,143.13	13.989
	TOTAL OFFICE SUPPLIES	38,132	24,884.77	22,868.79	1,274.34	24,143.13	13,989
2201	CLEANING SUPPLIES	25,000	16,072.62	16,072.62	1,148.46	17,221.08	7,779
2202	VEHICLE FUEL	7,500	4,843.46	4,176.73	0.00	4,176.73	3,323
2203	HEATING OIL	2,500	0.00	0.00	0.00	0.00	2,500
2204	COPIER SUPPLIES	30,399	28,470.13	16,602.47	3,373.40	19,975.87	10,423
2205	LIBRARY MATERIALS SUPPLIES	47,964	19,247.81	18,155.10	5,353.17	23,508.27	24,455
2206	MATERIALS ACCESS SUPPLIES	0	0.00	0.00	0.00	0.00	0
2207	CRAFT SUPPLIES	5,000	3,160.07	3,153.64	21.60	3,175.24	1,825
2208	OTHER OPERATING SUPPLIES	0	0.00	0.00	0.00	0.00	0
2209	PROGRAMMING SUPPLIES	15,000	14,332.56	14,292.92	98.00	14,390.92	609
2210	PRINTING SUPPLIES	27,000	14,785.55	14,562.85	636.24	15,199.09	11,801
2211	OTHER OPERATING SUPP N.E.C.	92,481	55,604.86	48,129.99	10,394.87	58,524.86	33,956
	TOTAL OPERATING SUPPLIES	252,844	156,517.06	135,146.32	21,025.74	156,172.06	96,672
2301	MAINTENANCE SUPPLIES	21,134	18,835.23	18,742.96	8,763.29	27,506.25	(6,372)
2302	REPAIR PARTS	6,128	5,410.61	5,410.61	0.00	5,410.61	717
	TOTAL MAINTENANCE SUPPLIES	27,262	24,245.84	24,153.57	8,763.29	32,916.86	(5,654)
	TOTAL SUPPLIES	318,238	205,647.67	182,168.68	31,063.37	213,232.05	105,006

JULY 92 unaudited
ER-07REVI92
EXPER892

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1992

11-Aug-92
10:46 AM

GL#	CATEGORY	Total Spending Authority	*--CASH BASIS--* YEAR-TO-DATE ACTUAL	*ACCRUAL BASIS* YEAR-TO-DATE ACTUAL	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND.AUTHORITY ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE
** OTHER SERVICES AND CHARGES **							
3101	CONSULTING	10,150	5,200.00	5,200.00	4,150.00	9,350.00	800
3102	ENGINEERING & ARCHITECTURAL	2,000	19,822.86	19,822.86	0.00	19,822.86	(17,823)
3103	LEGAL SERVICES	4,000	765.00	450.00	0.00	450.00	3,550
3104	PROGRAM PRESENTERS	4,000	3,018.00	3,018.00	940.00	3,958.00	42
3105	TEMPORARY HELP SERVICES	20,000	7,227.71	6,887.71	0.00	6,887.71	13,112
3106	OTHER PROFESSIONAL SERVICES	21,650	5,844.29	5,769.79	738.10	6,507.89	15,142
	TOTAL PROFESSIONAL SERVICES	61,800	41,877.86	41,148.36	5,828.10	46,976.46	14,824
3201	TELEPHONE SERVICE	110,000	60,770.03	56,950.23	0.00	56,950.23	53,050
3202	POSTAGE & SHIPPING	105,000	64,093.54	63,363.92	0.00	63,363.92	41,636
3203	TRAVEL & MEETINGS	0	0.00	0.00	0.00	0.00	0
3204	RECRUITING	4,000	4,397.99	4,344.09	0.00	4,344.09	(344)
3205	TRAINING & DEVELOPMENT	0	0.00	0.00	0.00	0.00	0
3206	TRAVEL AND TRAINING	47,000	26,559.80	26,519.80	0.00	26,519.80	20,480
	COMMUNICATION & TRANSPORTATION	266,000	155,821.36	151,178.04	0.00	151,178	114,822
3301	PUBLICATION OF LEGAL NOTICES	1,000	93.40	74.26	0.00	74.26	926
3302	OUTSIDE VENDOR PRINTING	4,000	2,235.75	2,235.75	0.00	2,235.75	1,764
	TOTAL PUBLICATION & PRINTING	5,000	2,329.15	2,310.01	0.00	2,310.01	2,690
3401	INSURANCE	115,000	72,268.00	72,268.00	0.00	72,268.00	42,732
	TOTAL INSURANCE	115,000	72,268.00	72,268.00	0.00	72,268.00	42,732
3501	NATURAL GAS	165,000	97,247.68	94,346.37	0.00	94,346.37	70,654
3502	ELECTRICITY	450,000	203,391.57	199,181.72	0.00	199,181.72	250,818
3503	WATER & SEWER	14,000	9,246.08	8,065.15	0.00	8,065.15	5,935
3504	TRASH DISPOSAL	11,025	6,703.00	6,703.00	5,228.00	11,931.00	(906)
	TOTAL UTILITY SERVICES	640,025	316,588.33	308,296.24	5,228.00	313,524.24	326,501
3601	BUILDING REPAIR & MAINTENANCE	65,003	20,912.44	20,101.46	39,767.86	59,869.32	5,134
3602	HVAC SERVICE	29,397	25,099.41	24,368.41	4,639.75	29,008.16	389
3603	LANDSCAPING SERVIES	22,000	15,861.20	15,774.20	8,057.00	23,831.20	(1,831)
3604	COMPUTER MAINTENANCE	155,141	78,366.19	78,366.19	72,790.18	151,156.37	3,984
3605	COPIER SERVICE	43,319	21,799.06	21,215.24	22,237.89	43,453.13	(134)
3606	VEHICLE SERVICE	22,390	6,673.06	4,224.03	0.00	4,224.03	18,166
3607	OTHER EQUIPMENT SERVICE	80,969	59,191.53	55,616.33	23,060.37	78,676.70	2,292
	TOTAL REPAIRS & MAINTENANCE	418,219	227,902.89	219,665.86	170,553.05	390,218.91	28,000
3701	REAL ESTATE RENTAL/LEASING	0	0.00	0.00	0.00	0.00	0
3702	EQUIPMENT RENTAL/LEASING	55,000	32,765.51	30,910.92	18,704.17	49,615.09	5,385
	LEASING & RENTALS	55,000	32,765.51	30,910.92	18,704.17	49,615.09	5,385

4

JULY 92 unaudited
ER-07REVI92
EXPER892

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1992

11-Aug-92
10:46 AM

GLA#	CATEGORY	Total Spending Authority	*--CASH BASIS-* YEAR-TO-DATE ACTUAL	*ACCRUAL BASIS* YEAR-TO-DATE ACTUAL	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND.AUTHORITY ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE
3901	DUES & MEMBERSHIPS	11,000	10,505.80	10,505.80	0.00	10,505.80	494
3902	INTEREST ON TEMPORARY LOANS	20,000	0.00	0.00	0.00	0.00	20,000
3903	TAXES & ASSESSMENTS	1,000	6.00	6.00	0.00	6.00	994
3904	TRANSFER TO LIRF FUND	0	0.00	0.00	0.00	0.00	0
3905	MATERIALS CONSERVATION SERVICES	50,492	1,243.80	0.00	0.00	0.00	50,492
3906	COMPUTER SERVICES	95,151	54,534.39	45,861.26	4,406.82	50,268.08	44,883
	TOTAL MISCELLANEOUS SERVICES	177,643	66,289.99	56,373.06	4,406.82	60,779.88	116,863
	TOTAL OTHER SERVICES & CHARGES	1,738,687	915,843.09	882,150.49	204,720.14	1,086,870.63	651,817
	*** CAPITAL OUTLAYS ***						
4401	FURNITURE & EQUIPMENT	236,328	111,184.19	105,023.43	68,104.43	173,127.86	63,200
4403	COMPUTER EQUIPMENT	282,514	124,682.14	123,462.14	191,932.00	315,394.14	(32,880)
4405	TELEVISION EQUIPMENT	79,212	55,970.73	55,970.73	11,995.84	67,966.57	11,246
4407	VEHICLES	20,000	749.85	0.00	0.00	0.00	20,000
4409	BUILDINGS	0	0.00	0.00	0.00	0.00	0
4411	LAND	0	0.00	0.00	0.00	0.00	0
	GENERAL FIXED ASSETS	618,055	292,586.91	284,456.30	272,032.27	556,488.57	61,566
4510	BOOKS	1,760,287	714,548.03	694,640.04	261,636.73	956,276.77	804,010
4520	PERIODICALS	353,865	91,900.22	91,206.75	8,664.06	99,870.81	253,994
4530	NON-PRINT MATERIALS	209,374	100,817.19	95,040.83	25,063.95	120,104.78	89,269
4540	ONLINE MATERIALS	52,033	40,884.42	35,893.87	1,217.20	37,111.07	14,922
	TOTAL LIBRARY MATERIALS	2,375,559	948,149.86	916,781.49	296,581.94	1,213,363.43	1,162,196
	TOTAL CAPITAL OUTLAYS	2,993,614	1,240,736.77	1,201,237.79	568,614.21	1,769,852.00	1,223,762
	TOTAL EXPENDITURES	11,301,539	6,041,137.11	5,778,419.81	804,397.72	6,582,817.53	4,718,722
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(847,061)	(748,088.25)	(544,653.38)	(804,397.72)	(6,582,817.53)	501,990

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 27, 1992	)	
	)	
A RESOLUTION TO ADOPT THE LIBRARY BUDGETS	)	
AND TAX RATES FOR THE OPERATING FUND AND	)	No. 1992-15
FOR THE BOND AND INTEREST REDEMPTION FUND	)	
FOR THE CALENDAR YEAR ENDING DECEMBER 31,	)	
1993.	)	

WHEREAS, This board has carefully considered the needs of the Allen County Public Library and published budget estimates and tax rates for 1991 setting forth the amounts necessary to be expended for the proper operation of the library, and

WHEREAS, A public hearing has been conducted on the 1993 budget, according to law, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the budget estimates and tax rates for the Operating Fund and the Bond and Interest Redemption Fund, approved by this board at its regular meeting on July 23, 1992, and subsequently published according to law, are hereby officially adopted without change or modification.

Adopted this 27th day of August, 1992.

C. Shirley Hardesty
President

Mary Fuelberger
Secretary

Prescribed by State Board of Accounts | Library Budget Form No. 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

Resolution No. 1992-16

RESOLUTION OF APPROPRIATIONS
Library Operating Fund

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 93 , and ending December 31, 19 93 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 93 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Operating Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	6,684,100
200 Supplies	
Office Supplies	40,000
Operating Supplies	246,500
Repair and Maintenance Supplies	31,000
Other Supplies	
Total Supplies	317,500

300 Other Services and Charges	
Professional Services	54,000
Communication and Transportation	290,000
Printing and Advertising	5,500
Insurance	115,000
Utility Services	677,000
Repairs and Maintenance	440,000
Rentals	58,000
Debt Service	
Dues, Interest and Taxes	102,100
	105,000
Transfer to LIRF	0
Total Other Services and Charges	1,846,600
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	479,900
Books	1,620,000
Periodicals and Newspapers	335,000
Nonprinted Materials	240,000
Total Capital Outlays	2,674,900
9999 **Total** Fund	11,523,100

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August , 19 92 .

Patricia E. Riley
Mary Koehlinger
[illegible]
C. Craig Anderson

Members of Library Board | Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0973

Prescribed by State Board of Accounts | Library Budget Form No. 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

Resolution No. 1992-17

RESOLUTION OF APPROPRIATIONS
Bond and Interest Redemption Fund

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 93 , and ending December 31, 19 93 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 93 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Bond & Interest Redemption Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	
200 Supplies	
Office Supplies	
Operating Supplies	
Repair and Maintenance Supplies	
Other Supplies	
Total Supplies	
300 Other Services and Charges	
Professional Services	
Communication and Transportation	
Printing and Advertising	
Insurance	
Utility Services	
Repairs and Maintenance	
Rentals	726,228
Debt Service	500,163
Dues, Interest and Taxes	
Transfer to LIRF	
Total Other Services and Charges	1,226,391
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	
Books	
Periodicals and Newspapers	
Nonprinted Materials	
Total Capital Outlays	
9999 **Total** Fund	1,226,391

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August , 19 92 .

C. Shirley Andrews
Mary Fackler
Patricia E. Riley

Members of Library Board | Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0973

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF Allen COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Allen County Public Library, Fort Wayne, Allen County, Indiana, for the year ending December 31, 19 93, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

C. Shirley Anderson
President of Library Board

Mary M. Goeglinger
Secretary of Library Board

Earl A. Ristenour
Treasurer of Library Board

Reoslution No. 1992-18

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 19 93, has been adopted.

Be it resolved by the Library Board of Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 19 92, to be collected in the year 19 93, the following:

For LIBRARY OPERATING FUND ..... 37.88 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND ..... 3.97 cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

Adopted, certified and respectfully submitted this 27th day of August, 19 92.

Member of Library Board

Members of Library Board

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 27, 1992	)	
	)	
RESOLUTION TO APPROVE A REVISED	)	No. 1992-19
POLICY ON RESOURCE DEVELOPMENT	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following revised policy dealing with Resource Development, consisting of four pages, be, and is hereby approved, to become effective immediately upon the adoption of this resolution.

Adopted this 27th day of August, 1992.

C. Shirley Quackenbush
President

Mary Koehlinger
Secretary

Consideration of this policy was postponed.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims September 10, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $341,104.77 on September 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
09/11/92	gross	193,043.51	net	140,024.74
09/11/92	Payroll taxes (electronic transfer)			56,352.62
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 09/10/92	#47107-47199			144,120.41
Manual Checks(s)	# 2972			715.00
Less VOIDS:	#46959			(108.00)
Accounts Payable Check Batches Subtotal:				$144,727.41
Grand Total			$	341,104.77

Ms. Knox, Mr. Andorfer, Mrs. Koehlinger, and Mrs. Riley approved and signed the register of claims as presented by the director.

Mary M. Koehlinger

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
September 24, 1992
3:00 p.m. - Woodburn Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of August 27, 1992, and meeting for approval of claims of September 10, 1992.

4. Financial report for August, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Approval of Tri-ALSA contract for 1993.

10. Resolution No. 1992-20, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $18,000 to Perform Services as a Subregional Library for the Blind and Physically Handicapped."

11. Resolution No. 1992-21, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant Under the Library Services and Construction Act."

12. Resolution No. 1992-22, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations."

13. Approval of date for Staff Development Day, 1993.

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of September 24, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 24, 1992, at 3:00 p.m. at Woodburn Branch Library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mr. Coleman, and Mrs. Koehlinger.

Absent: Ms. Knox, Mrs. Riley, and Mr. McMahan.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of August 27, 1992, and the minutes of the approval of claims of September 10, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for August, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires				$0.00
Payroll				
	09/25/92	gross 191,423.14	net	138,952.42
	09/25/92	Payroll taxes (elect. transfer)		55,469.49
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 09/25/92	#47201-47502		342,581.38
	Manual Check	9/18/92 #2973		893.00
	Less VOIDS:	#46307 #46946 #47062		(71.36)

Accounts Payable Check Batches Subtotal:	343,403.02
Grand Total	$ 537,824.93

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of August and the year to date.

The changeover of the main library's electrical transformer was completed successfully. Gene Johnson worked nearly around the clock to ensure that all went smoothly. Dave Crick and his maintenance staff also worked overtime on the job.

As of December 31, 1992, Neil Anderson and Rev. George Mather will have served two consecutive terms on the ACPL Foundation board. Both men have served with dedication and distinction. According to foundation board bylaws, they may not be reappointed until twelve months have elapsed. Since both of these appointments are made by the Board of Library Trustees, consideration needs to be given to the selection of successors.

The pilot project linking the Northside High School media center directly into the ACPL's online catalog is proceeding on schedule. Luana Stanley, systems manager, and Patrick Jones, Tecumseh branch manager, will be meeting with Northside staff to provide training and coordinate details.

The Public Library Access Card will become a reality January 1, 1993. This program replaces the former reciprocal borrowing program, which had been funded under the federal Library Services and Construction Act. The board will receive more information on how the PLAC program will affect ACPL and its patrons.

Preparations are moving forward for the installation of LIBS 100 Plus software on the CLSI system, scheduled to take place in December, 1992. This software upgrade will make the computer system even more user friendly for patrons and staff.

In response to a request from the Allen County Board of Public Health, the library posted notices to inform patrons that a man infected with tuberculosis spent a considerable amount of time in the main library, Waynedale branch, and the Salvation Army building between April 1, 1992, and June 30, 1992. While the health board indicates that the chances of infection for someone visiting these locations is remote, precautions were advised. The library provided TB testing for all staff, using board of health personnel and private nurses. Results to date indicate only three positive tests out of more than two hundred people tested, and one of those who tested positive did not work for the library during the period in question. A positive test does not necessarily indicate an active case of the disease, only that the individual has been exposed to the germ at some time in his or her life.

PERSONNEL

On motion of Mrs. Koehlinger, the following personnel actions were approved:

Appointment:			'92 bi-weekly
Teddy Brown	Courier Security Services	#454	$440.39

APPROVAL OF TRI-ALSA CONTRACT FOR 1993

On motion of Mr. Carmean the board approved a contract with Tri-ALSA for 1993. The contract is on file in the office of the director.

STATE LIBRARY CONTRACT - SUBREGIONAL LIBRARY FOR THE BLIND & PHYSICALLY HANDICAPPED

Mr. Carmean moved the adoption of Resolution No. 1992-20, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $18,000 to Perform Services as a Subregional Library for the Blind and Physically Handicapped." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL OF CONTRACT WITH INDIANA STATE LIBRARY FOR ADMINISTRATION OF MURL GRANT

Mr. Coleman moved the adoption of Resolution No. 1992-21, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant Under the Library Services and Construction Act in the Amount of $15,167." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Mrs. Koehlinger moved the adoption of Resolution No. 1992-22, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

STAFF DEVELOPMENT DAY, 1993

On motion of Mrs. Koehlinger the board approved closing the library system on Friday, May 14, 1993, for the annual staff development day.

REVISED POLICY ON RESOURCE DEVELOPMENT

Mr. Krull presented a revised policy dealing with "resource development," a term intended to broaden the scope of what currently is referred to as collection development. Mr. Carmean moved the adoption of Resolution No. 1992-23, "Resolution to Approve a Revised Policy on Resource Development." The motion carried and the resolution so adopted is appended and made a part of these minutes. Mr. Krull was asked to monitor the effectiveness of the new policy as it addresses the acquisition of foreign language material and report back to the board in one year.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:55 p.m.

C. Philip Anderson
President

Mary Kochenour
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT August 31, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMO ONLY)	
	GENERAL	SPEC REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTO	"89"	TRUST & AGENCY	GENERAL FIX ASSETS	GENERAL L.T.DEBT	August 31 1992	August 31 1991
ASSETS											
CASH ON DEPOSIT.....	407,920	11,356	54,190	190	0	19,339	420			493,415	82,378
CASH ON HAND.....	2,918									2,918	3,444
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	2,189,366		105,000	35,000	0	0	125,000			2,454,366	259,134
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,677,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,532,545
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	10,337,439
AVAILABLE IN DEBT SERVICE FUND...									159,190	159,190	48,721
AMT TO BE PROVIDED--RET OF DEBT..									10,085,810	10,085,810	10,491,279
AMT TO BE PROVIDED--VAC PAY LIAB.									240,940	240,940	235,713
AMT AVAILABLE IN CAP PROJ FUND...									19,339	19,339	
TOTAL ASSETS	2,608,704	11,356	159,410	35,190	0	19,339	125,420	24,112,693	10,505,279	37,577,392	37,680,773
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	13	0			0	0			19,339	19,352	111
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	0
ACCRUED WAGES & BENEFITS.....	177,895								240,940	418,835	373,232
UNREMITTED WITHHOLDINGS.....	32,184									32,184	33,663
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(20)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,830,000	7,830,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE..	0								2,415,000	2,415,000	2,540,000
TOTAL LIABILITIES	2,410,091	0	220	0	0	0	125,000	0	10,505,279	13,040,590	10,947,206
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	26,547,884
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES..	859,037	2,987	0	0	0	0	0	0	0	862,023	558,024
RESERVED - ARBITRAGE REBATE.						19,339				19,339	0
RESTRICTED-SPECIAL REVENUE..		8,370								8,370	16,168
DESIGNATED FOR DEBT SERVICE.			159,190		0					159,190	48,721
UNRESERVED.....	(660,423)			35,190	0	0	420			(624,814)	(437,231)
TOTAL FUND EQUITY	198,613	11,356	159,190	35,190	0	19,339	420	24,112,693	0	24,536,801	26,733,566
TOTAL LIABILITIES & FUND EQUITY	2,608,704	11,356	159,410	35,190	0	19,339	125,420	24,112,693	10,505,279	37,577,392	37,680,772

MODIFIED ACCR
UNAUDITED
August 1992
COMR9208

ALLEN COUNTY PUBLI BRARY

Sep-92

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--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED August 31, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	YEAR-TO-DATE Aug 31, 1992	YEAR-TO-DATE Aug 31, 1991
REVENUES:								
AUTO EXCISE TAX	465,994		58,626				524,620	357,654
REAL PROPERTY TAX LEVY	4,147,312		522,113				4,669,425	3,852,893
INTANGIBLES TAX & COIT	533,498		5,645				539,143	598,926
USER FEES	259,333						259,333	231,096
INTERGOVERNMENTAL REVENUE	199,621						199,621	144,596
PARKING FEES	86,644						86,644	91,154
GIFTS & DONATIONS	30,036	12,544					42,580	11,953
INTEREST	62,346				0	460	62,806	44,941
OTHER REVENUES & PROCEEDS	41,591		0				41,591	52,401
TOTAL REVENUES	5,826,375	12,544	586,384	0	0	460	6,425,764	5,385,614
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	4,031,564	0					4,031,564	3,843,184
SUPPLIES	202,884	3,601			0		206,485	175,662
PROFESSIONAL SERVICES	55,987	5,408			0	0	61,395	113,906
COMMUNICATION & TRANSPORTATION	179,975	0			0		179,975	171,050
INSURANCE	101,087						101,087	91,822
UTILITY SERVICES	356,363						356,363	336,391
REPAIRS & MAINTENANCE	243,324				0		243,324	227,742
LEASING & MISCELLANEOUS SERVICES	101,981	600			0		102,581	139,713
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	304,168	2,377			0	0	306,545	211,993
LIBRARY MATERIALS	1,079,342	3,007			0	0	1,082,350	867,965
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			722,140				722,140	554,818
PRINCIPAL RETIREMENT--BONDS			125,000				125,000	490,000
INTEREST CHARGES--BONDS			187,178				187,178	208,171
TOTAL EXPENDITURES	6,656,675	14,994	1,034,318	0	0	0	7,705,987	7,432,417
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(830,300)	(2,450)	(447,934)	0	0	460	(1,280,224)	(2,046,803)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0	0
OPERATING TRANSFERS IN	0		0	0	0	0	0	0
OPERATING TRANSFERS OUT	0		0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(830,300)	(2,450)	(447,934)	0	0	460	(1,280,224)	(2,046,803)
FUND BALANCES-JANUARY 1,	1,028,913	13,806	607,124	35,190	0	18,879	1,703,912	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0	0			0	0	0	0
FUND BALANCES-August 31 '92	198,613	11,356	159,190	35,190	0	19,339	423,688	185,683

ALLEN CO[illegible] PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 08/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	995,106	995,106		995106	465,994.31		0.00		465,994.31				529,111.69	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	4,147,312.14		0.00		4,147,312.14				3,959,305.86	
5103	INTANGIBLES TAX	93,259	93,259		93259	44,869.98		0.00		44,869.98				48,389.02	
5104	COUNTY INCOME TAX	709,215	709,215		709215	488,628.25		0.00		488,628.25				220,586.75	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	5,146,804.68		0.00	0.00	5,146,804.68				4,757,393.32	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	111,843.10				111,843.10				38,156.90	
5202	EXTENDED USE FEES	180,000	180,000		180000	146,217.90		0.00	0.00	146,217.90				33,782.10	
5203	FAX FEES	2,000	2,000		2000	1,272.28				1,272.28				727.72	
	TOTAL USER FEES	332,000	332,000	0.00	332000	259,333.28	0.00	0.00	0.00	259,333.28				72,666.72	
5301	FEDERAL OPERATING GRANTS	0	0		0	72,728.19				72,728.19				(72,728.19)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	60,654.19				60,654.19				(12,474.19)	
5303	CITY OPERATING GRANTS	0	0		0	123,854.77		59,282.43	0.00	64,572.34				(64,572.34)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	258,903.81		59,282.43	0.00	199,621.38				(151,441.38)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	40,508.05				40,508.05				(40,508.05)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	42,750.33				42,750.33				(42,750.33)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	2,385.17				2,385.17				(2,385.17)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	1,000.00		8,500.00	8,500.00	1,000.00				101,000.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	86,643.55		8,500.00	8,500.00	86,643.55				15,356.45	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	GIFTS, DONATIONS, GRANTS	0	0		0	30,035.81				30,035.81				(30,035.81)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	62,345.74			0.00	62,345.74				(22,345.74)	
5701	ACPL PUBLICATIONS	100	100		100	109.85			0.00	109.85				(9.85)	
5702	RESEARCH SERVICES	14,000	14,000		14000	8,529.85				8,529.85				5,470.15	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	11,498.67		0.00	0.00	11,498.67				(1,498.67)	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	2,504.91				2,504.91				1,495.09	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	9,585.88				9,585.88				(9,585.88)	
5706	OTHER REVENUES	0	0		0	9,361.75				9,361.75				(9,361.75)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	41,590.91		0.00	0.00	41,590.91				(13,490.91)	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	5,885,657.78	0.00	67,782.43	8,500.00	5,826,375.35				4,628,102.65	

ALLEN COU[illegible]BLIC LIBRARY
INTERNAL BUDGETARY [illegible]ENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 08/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	2,269,470.22	44.65%	174,000.37	94,354.15	2,189,824.00	46.59%		2,189,824.00	1,910,176.00	46.59%
1102	SALARIED OVERTIME	0	0		0	4,774.87	ERR			4,774.87	ERR		4,774.87	(4,774.87)	ERR
1103	SALARIED VACATION	0	0		0	189,480.16	ERR			189,480.16	ERR		189,480.16	(189,480.16)	ERR
1104	SALARIED SICK PAY	0	0		0	58,641.47	ERR			58,641.47	ERR		58,641.47	(58,641.47)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	8,806.42	ERR			8,806.42	ERR		8,806.42	(8,806.42)	ERR
1106	SALARIED HOLIDAY	0	0		0	73,557.18	ERR			73,557.18	ERR		73,557.18	(73,557.18)	ERR
1107	SALARIED JURY DUTY	0	0		0	374.87	ERR			374.87	ERR		374.87	(374.87)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	4,571.04	ERR			4,571.04	ERR		4,571.04	(4,571.04)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	31,899.94	ERR			31,899.94	ERR		31,899.94	(31,899.94)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	13,007.24	ERR			13,007.24	ERR		13,007.24	(13,007.24)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	2,654,583.41	35.25%	174,000.37	94,354.15	2,574,937.19	37.20%	0.00	2,574,937.19	1,525,062.81	37.20%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	692,314.88	33.43%	48,905.56	33,844.42	677,253.74	34.88%		677,253.74	362,746.26	34.88%
1202	HOURLY OVERTIME	0	0		0	3,612.46	ERR			3,612.46	ERR		3,612.46	(3,612.46)	ERR
1203	HOURLY VACATION	0	0		0	32,445.11	ERR			32,445.11	ERR		32,445.11	(32,445.11)	ERR
1204	HOURLY SICK PAY	0	0		0	2,532.50	ERR			2,532.50	ERR		2,532.50	(2,532.50)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,506.63				3,506.63			3,506.63	(3,506.63)	ERR
1206	HOURLY HOLIDAY	0	0		0	19,513.18	ERR			19,513.18	ERR		19,513.18	(19,513.18)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,442.53	ERR			1,442.53	ERR		1,442.53	(1,442.53)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,740.47	ERR			5,740.47	ERR		5,740.47	(5,740.47)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	761,107.76	26.82%	48,905.56	33,844.42	746,046.62	28.26%	0.00	746,046.62	293,953.38	28.26%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	64,163.49	ERR			64,163.49	ERR		64,163.49	(64,163.49)	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	24.75				24.75			24.75	(24.75)	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	19,671.46	-96.71%			19,671.46	-96.71%		19,671.46	(9,671.46)	-96.71%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	83,859.70	-738.60%	0.00	0.00	83,859.70	-738.60%	0.00	83,859.70	(73,859.70)	-738.60%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	3,499,550.87	32.05%	222,905.93	128,198.57	3,404,843.51	33.89%	0.00	3,404,843.51	1,745,156.49	33.89%
1501	EMPLOYER FICA	391,000	391,000		391000	263,674.37	32.56%	17,052.30	9,807.19	256,429.26	34.42%		256,429.26	134,570.74	34.42%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	4,794.52	4.11%			4,794.52	4.11%		4,794.52	205.48	4.11%
1503	EMPLOYER PERF	345,000	345,000		345000	147,880.14	57.14%	42,399.15	39,888.77	145,369.76	57.86%		145,369.76	199,630.24	57.86%
1504	GROUP INSURANCE	360,000	360,000		360000	215,719.39	40.08%	0.00		215,719.39	40.08%		215,719.39	144,280.61	40.08%
1505	DEDUCTIBLE REIMBURSEMENT	0	0		0	4,407.49	ERR			4,407.49	ERR		4,407.49	(4,407.49)	ERR
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	636,475.91	42.19%	59,451.45	49,695.96	626,720.42	43.08%	0.00	626,720.42	474,279.58	43.08%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	4,136,026.78	33.83%	282,357.38	177,894.53	4,031,563.93	35.51%	0.00	4,031,563.93	2,219,436.07	35.51%

INTERNAL BUDGETARY [illegible]NT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1992

GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 08/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	25,648.37	26.72%	2,015.98	0.00	23,632.39	32.48%	4,031.77	27,664.16	10,467.80	29.91%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	25,648.37	26.72%	2,015.98	0.00	23,632.39	32.48%	4,031.77	27,664.16	10,467.80	29.91%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	18,150.06	27.40%	0.00	2.93	18,152.99	27.39%	288.60	18,441.59	6,558.41	26.23%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	5,545.81	26.06%	666.73	0.00	4,879.08	34.95%	0.00	4,879.08	2,620.92	34.95%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	31,886.87	-6.29%	11,867.66	0.00	20,019.21	33.27%	1,523.40	21,542.61	8,856.33	29.52%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	20,552.20	51.07%	1,092.71	0.00	19,459.49	53.67%	7,150.12	26,609.61	21,353.98	50.84%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,374.21	32.52%	6.43	0.00	3,367.78	32.64%	0.00	3,367.78	1,632.22	32.64%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	17,386.98	-15.91%	39.64	0.00	17,347.34	-15.65%	43.75	17,391.09	(2,391.09)	-15.94%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	16,128.51	40.26%	222.70	0.00	15,905.81	41.09%	870.61	16,776.42	10,223.58	37.87%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	59,076.10	34.40%	7,474.87	7.95	51,609.18	42.69%	17,645.59	69,254.77	23,226.44	25.79%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	172,100.74	29.48%	21,370.74	10.88	150,740.88	38.23%	27,522.07	178,262.95	74,580.79	30.56%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	23,110.81	-10.05%	92.27	0.00	23,018.54	-9.61%	11,059.13	34,077.67	(12,943.28)	-61.63%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	5,492.39	8.46%	0.00	0.00	5,492.39	8.46%	160.28	5,652.67	475.33	7.92%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	28,603.20	-5.94%	92.27	0.00	28,510.93	-5.60%	11,219.41	39,730.34	(12,467.95)	-46.18%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	226,352.31	26.04%	23,478.99	10.88	202,884.20	33.71%	42,773.25	245,657.45	72,580.64	23.72%

ALLEN COUN PUBLIC LIBRARY

INTERNAL BUDGETARY [illegible]NT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1992

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** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	2,150.00	10150	7,197.50	10.03%	0.00	0.00	7,197.50	10.03%	2,400.00	9,597.50	552.50	6.91%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	28,430.72	-1321.54%	0.00	0.00	28,430.72	-1321.54%	0.00	28,430.72	(26,430.72)	-1321.54%
3103	LEGAL SERVICES	4,000	4,000		4000	1,335.00	66.63%	315.00	0.00	1,020.00	74.50%	0.00	1,020.00	2,980.00	74.50%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	4,158.00	-3.95%	0.00	0.00	4,158.00	-3.95%	50.00	4,208.00	(208.00)	-5.20%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	8,477.61	57.61%	340.00	0.00	8,137.61	59.31%	0.00	8,137.61	11,862.39	59.31%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	7,115.23	66.12%	74.50	1.95	7,042.68	66.46%	426.10	7,468.78	14,181.22	67.53%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	56,714.06	3.87%	729.50	1.95	55,986.51	5.11%	2,876.10	58,862.61	2,937.39	4.98%
3201	TELEPHONE SERVICE	110,000	110,000		110000	71,400.69	35.09%	3,819.80	0.00	67,580.89	38.56%	0.00	67,580.89	42,419.11	38.56%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	75,653.48	27.95%	729.62	0.00	74,923.86	28.64%	0.00	74,923.86	30,076.14	28.64%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	5,032.18	-25.80%	53.90	0.00	4,978.28	-24.46%	0.00	4,978.28	(978.28)	-24.46%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	30,133.07	35.89%	40.00	0.00	30,093.07	35.97%	0.00	30,093.07	16,906.93	35.97%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	182,219.42	31.50%	4,643.32	0.00	177,576.10	33.24%	0.00	177,576	88,424	33.24%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	182.50	81.75%	19.14	0.00	163.36	83.66%	0.00	163.36	836.64	83.66%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	2,235.75	44.11%	0.00	0.00	2,235.75	44.11%	0.00	2,235.75	1,764.25	44.11%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	2,418.25	51.64%	19.14	0.00	2,399.11	52.02%	0.00	2,399.11	2,600.89	52.02%
3401	INSURANCE	115,000	115,000		115000	101,087.00	12.10%	0.00	0.00	101,087.00	12.10%	0.00	101,087.00	13,913.00	12.10%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	101,087.00	12.10%	0.00	0.00	101,087.00	12.10%	0.00	101,087.00	13,913.00	12.10%
3501	NATURAL GAS	165,000	165,000		165000	102,373.74	37.96%	2,901.31	0.00	99,472.43	39.71%	0.00	99,472.43	65,527.57	39.71%
3502	ELECTRICITY	450,000	450,000		450000	243,012.10	46.00%	4,209.85	0.00	238,802.25	46.93%	0.00	238,802.25	211,197.75	46.93%
3503	WATER & SEWER	14,000	14,000		14000	11,438.95	18.29%	1,180.93	0.00	10,258.02	26.73%	0.00	10,258.02	3,741.98	26.73%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	7,829.80	28.82%	0.00	0.00	7,829.80	28.82%	4,204.00	12,033.80	(1,008.80)	-9.17%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	364,654.59	43.02%	8,292.09	0.00	356,362.50	44.32%	4,204.00	360,566.50	279,458.50	43.67%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	21,823.71	63.63%	810.98	0.00	21,012.73	64.98%	40,219.53	61,232.26	3,771.13	6.29%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	25,935.40	-3.74%	731.00	0.00	25,204.40	-0.82%	3,854.75	29,059.15	337.85	1.35%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	17,844.20	18.89%	87.00	0.00	17,757.20	19.29%	6,074.00	23,831.20	(1,831.20)	-8.32%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	79,601.19	48.64%	0.00	0.00	79,601.19	48.64%	72,702.68	152,303.87	2,836.63	1.83%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	26,210.52	34.47%	583.82	0.00	25,626.70	35.93%	17,826.43	43,453.13	(133.79)	-0.33%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	7,472.98	66.03%	2,449.03	0.00	5,023.95	77.16%	15.00	5,038.95	17,350.92	78.87%
3607	OTHER EQUIPMENT SERVICE	80,000	80,000	969.14	80969.14	72,673.43	9.16%	3,575.20	0.00	69,098.23	13.63%	12,317.99	81,416.22	(447.08)	-0.56%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	251,561.43	37.73%	8,237.03	0.00	243,324.40	39.77%	153,010.38	396,334.78	21,884.46	5.42%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	36,356.30	33.90%	1,854.59	0.00	34,501.71	37.27%	15,613.38	50,115.09	4,884.91	8.88%
	LEASING & RENTALS	55,000	55,000	0.00	55000	36,356.30	33.90%	1,854.59	0.00	34,501.71	37.27%	15,613.38	50,115.09	4,884.91	8.88%

INTERNAL BUDGETARY [illegible]NT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1992

GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 08/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,695.80	2.77%	0.00	0.00	10,695.80	2.77%	0.00	10,695.80	304.20	2.77%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	1,243.80	97.51%	1,243.80	0.00	0.00	100.00%	0.00	0.00	50,491.77	100.98%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	65,450.67	31.10%	8,673.13	0.00	56,777.54	40.23%	3,597.43	60,374.97	34,776.27	36.61%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	77,396.27	56.27%	9,916.93	0.00	67,479.34	61.88%	3,597.43	71,076.77	106,566.24	60.21%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	1,072,407.32	37.69%	33,692.60	1.95	1,038,716.67	39.64%	179,301.29	1,218,017.96	520,669.29	30.25%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	112,906.74	31.57%	6,160.76	0.00	106,745.98	35.31%	69,369.58	176,115.56	60,212.79	36.49%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	129,388.12	52.95%	1,220.00	0.00	128,168.12	53.39%	189,846.02	318,014.14	(35,500.14)	-12.91%
4405	TELEVISION EQUIPMENT	10,000	78,509	703.37	79212.37	69,254.09	11.79%	0.00	0.00	69,254.09	11.79%	59,759.48	129,013.57	(49,801.20)	-63.43%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,509	79,545.72	618054.7	312,298.80	42.01%	8,130.61	0.00	304,168.19	43.52%	318,975.08	623,143.27	(5,088.55)	-0.94%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	850,711.81	48.44%	19,907.99	0.00	830,803.82	49.65%	273,855.39	1,104,659.21	655,627.56	39.74%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	95,721.11	72.65%	693.47	0.00	95,027.64	72.85%	7,456.66	102,484.30	251,380.95	71.02%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	118,474.52	38.61%	5,776.36	0.00	112,698.16	41.61%	28,376.49	141,074.65	68,299.51	35.39%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	45,803.19	11.92%	4,990.55	0.00	40,812.64	21.51%	8,298.43	49,111.07	2,922.07	5.62%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	1,110,710.63	50.53%	31,368.37	0.00	1,079,342.26	51.92%	317,986.97	1,397,329.23	978,230.09	43.57%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,509	210,105.04	2993614.	1,423,009.43	48.88%	39,498.98	0.00	1,383,510.45	50.30%	636,962.05	2,020,472.50	973,141.54	34.96%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	6,857,795.84	38.00%	379,027.95	177,907.36	6,656,675.25	39.82%	859,036.59	7,515,711.84	3,785,827.54	34.23%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(972,138.06)		(311,245.52)	(169,407.36)	(830,299.98)		(859,036.59)	(7,515,711.84)	842,275.11	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 24, 1992	)	
	)	
RESOLUTION TO APPROVE A CONTRACT WITH THE	)	
INDIANA STATE LIBRARY FOR ADMINISTRATION OF	)	
A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT	)	No. 1992-20
IN THE AMOUNT OF $18,000 TO PERFORM SERVICES	)	
AS A SUBREGIONAL LIBRARY FOR THE BLIND AND	)	
PHYSICALLY HANDICAPPED	)	

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Library Services and Construction Act grant in the amount of $18,000 to perform services as a subregional library for the blind and physically handicapped is hereby approved;

Section 2. C. Philip Andorfer, President, and Jeffrey R. Krull, Director, are hereby authorized to execute this contract for and on behalf of the Allen County Public Library.

Adopted this 24th day of September, 1992.

C. Philip Andorfer
President

Mary M. Fackenthal
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 24, 1992	)	
	)	
RESOLUTION TO APPROVE A CONTRACT WITH THE	)	
INDIANA STATE LIBRARY FOR ADMINISTRATION	)	No. 1992-21
OF A MAJOR URBAN RESOURCE LIBRARY (MURL)	)	
GRANT UNDER THE LIBRARY SERVICES AND	)	
CONSTRUCTION ACT IN THE AMOUNT OF $15,167	)	

WHEREAS, The Allen County Public Library has been awarded a Major Urban Resource Library (MURL) grant under the Library Services and Construction Act in the amount of $15,167 to be administered under contract with the Indiana State Library, and said contract has been presented to the Board for its approval,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

1. Approval of the contract by the Board of Library Trustees, Allen county Public Library;

2. C. Philip Andorfer and Jeffrey R. Krull are hereby authorized to execute the contract for and on behalf of the Board of Library Trustees, Allen County Public Library.

Adopted this 24th day of September, 1992.

C. Philip Andorfer
President

Mary M. Fleckenstein
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 24, 1992	)	
	)	
RESOLUTION TO PUBLISH NOTICE	)	No. 1992-22
TO TAXPAYERS OF PROPOSED	)	
ADDITIONAL APPROPRIATIONS	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of October 22, 1992, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2211 Operating Supplies	$ 20,496.00
4405 Television Equipment	$103,695.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Adopted this 24th day of September, 1992

C Shirley Andrews
President

Mary M. Fuchsberger
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 24, 1992	)	
	)	
RESOLUTION TO ADOPT REVISED	)	1992-23
POLICY ON RESOURCE DEVELOPMENT	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following revised Policy on Resource Development be, and is hereby adopted, to become effective immediately upon the adoption of this resolution.

Adopted this 24th day of September, 1992

President

Secretary

POLICY

Subject: RESOURCE DEVELOPMENT

Adopted: September 24, 1992

Effective: September 24, 1992

New ( ) Revised (x)

Supersedes Collection Development Policy Adopted June 24, 1982.

In support of its mission as a public service institution concerned with the education, information, entertainment, and cultural enrichment of the community, the Allen County Public Library acquires and makes available for public use the largest number, highest quality and widest range of books, materials, electronic media and other information sources which its funds will permit. This policy statement is intended to inform the public and guide the staff concerning the principles under which this major library function is performed.

Definition of Resource Development.

Resource development is the process by which the staff determines the overall nature, depth, and scope of the library. Resource development includes the tasks of selection of individual items for purchase. It has come to include evaluation of sources and methods of acquisition of leased or need-generated information. It extends to planning, budget-making, weeding, and evaluation of the collection. The process requires the combined efforts of the entire staff of the library. ("Leased" refers to products such as CD-ROM databases where we pay to make information available to our patrons for a short time. "Need-generated" refers to situations in which we obtain information from an outside vendor in response to a specific need of a single patron.)

General Principles.

The library actively pursues the twin goals of contemporary significance and permanent value in Resource development. Guided by a sense of responsibility to both the present and the future, it attempts to maintain overall balance. It searches for materials which will interest current and potential library users.

Materials included in the collection present all points of view on current and historical issues and inclusive portrayals of human experience in a wide variety of media and styles. The origin, background, or viewpoint of an author does not exclude the author's work from the collection. Partisan or doctrinal disapproval does not result

in exclusion or removal of a work from the collection. The origin, age, background, or viewpoint of a library user does not deny or abridge that person's right to full use of the library.

The library seeks to provide all materials and information needed by its patrons in the most timely, effective manner possible. The world of information to which the library can provide access is not bounded by the confines of the library system. Materials and information are available from a range of sources including, but by no means limited to the following:

* Items purchased and held by any agency of the Allen County Public Library.
* Items purchased and held by another area library under cooperative use agreements.
* Items purchased and held by other libraries outside our service area and made available through Interlibrary Loan, fax, or a document delivery service.
* Information leased from an outside vendor under license for use by our patrons.
* Information and data purchased from online vendors in response to a specific need.

Selection Criteria.

Review media, basic lists of standard works, subject bibliographies, recommendations from members of the public, and other sources of information are used by staff in making decisions on the acquisition of individual items for the collection. Any of the following criteria may determine the inclusion or exclusion of an item:

* Current usefulness and public demand
* Permanent value
* Authority and competence in presentation
* Relationship of the item to the existing collection
* Relative importance in comparison with other works on the subject
* Physical characteristics of the item
* Price

The library acquires multiple copies of items in high public demand. Books published only in paperback are acquired under the general selection criteria.

To avoid unnecessary duplication of materials, the library attempts to coordinate its efforts with those of schools, colleges and universities, and medical institutions.

The library welcomes gifts of books and other materials, with the understanding that decisions regarding the use or disposition of an item will be made in accordance with general selection criteria.

In addition to books, the library collects periodicals, newspapers, music and scores, pamphlets, clippings, sound recordings, videotapes, microforms, special materials for blind and print-handicapped readers, and other items. All materials are selected in accordance with the criteria enumerated above. Additional considerations guide the selection of electronic information sources and materials in special media and subject areas. In every case, current usefulness, public demand, and potential permanent value are the most important criteria for selection. In the selection of audiovisual materials, formats are chosen with consideration for format stability in the marketplace, material durability, and potential use.

Special Media and Subject Areas.

Several special subject collections are developed by the library:

Collections for children and young adults include reference materials, circulating materials, and other materials in several media. Young adults and children are encouraged to use materials throughout the library.

The Fred J. Reynolds Historical Genealogy Collection attempts to collect comprehensively in the fields of United States and Canadian family and local history. It includes a large microtext collection but not manuscripts or archival material.

The library maintains small reading collections of materials in languages other than English. These collections include materials suitable for all age levels and materials originally published in the language in addition to translations of English-language materials. The purpose is to provide recreational and cultural, but not necessarily educational or informational materials.

The library acquires dictionaries and instructional materials in a wide variety of languages and dialects.

The library acquires basic literacy materials and materials for the teaching of English as a second language.

As a selective depository for United States Government Publications, the library acquires a large number of government publications. It is also a regional depository for Indiana state publications. The library actively attempts to acquire local government publications of local units in Allen County.

Legal reference materials are acquired to support the references in Burns Indiana Statutes and United States Code.

The library usually does not purchase "rare" books. However, the library does maintain a collection of rare, fine, valuable, unique, irreplaceable, or exemplary books. Materials will be transferred to this

collection if they are or have become rare; if they are extremely costly; if they have particular social or historical significance or if they are unique or irreplaceable such that special security precautions must be taken; if they demonstrate unique or significant techniques of paper making, binding, printing, illustration, decoration, or communication of ideas; or if, as otherwise worthy materials, they need the protection of the special environmental conditions maintained in the Fine Books Room.

Deselection of Material.

In order to continue to develop a useful and attractive collection, the library removes books and other materials which are no longer useful. The same criteria are used in the removal of materials as in their acquisition. Specific judgements may be made for one or more of the following reasons:

* Poor physical condition
* Obsolescence of information
* Insufficient public use or basic value
* Unnecessary duplication of multiple copies

Items removed from the collection may be made available to the Friends of the Allen County Public Library for sale, with the proceeds being used to aid the library, or they may be recycled or otherwise discarded.

Implementation of the Resource Development Policy.

This policy is implemented through the activities of department and branch managers, the Branch Operations Manager, the Associate Director, and the Director. Under this general policy, a resource development plan is created for each operating agency to ensure an effective, coordinated collection of materials and other resources of optimum benefit to all of the users of the Allen County Public Library system.

Evaluation of Materials by the Public.

In order to ensure effective communication between the library and the community concerning the range of ideas and information and inclusive portrayals of human experience in the library collection, the library maintains a materials evaluation procedure. Information concerning this procedure is made available throughout the Library system.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims October 13, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $420,080.08 on October 13, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
10/09/92	gross	191,103.82	net	138,589.49
10/09/92	Payroll taxes (electronic transfer)			55,315.24
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 10/09/92	#47504-47633			225,117.35
Manual Checks(s)	09/18/92	#2974		1,058.00
Less VOIDS:	#46959			0.00
Accounts Payable Check Batches Subtotal:				$226,175.35
Grand Total			$	420,080.08

Mr. Carmean, Mr. Andorfer, Mrs. Koehlinger, Mr. McMahan, and Mrs. Riley approved and signed the register of claims as presented by the director.

Mary Koehlinger

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
October 22, 1992
3:00 p.m. - Little Turtle Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of September 24, 1992, and meeting for approval of claims of October 13, 1992.

4. Financial report for September, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Public hearing on proposed additional appropriations.

10. Resolution No. 1992-24, "Resolution of Appropriations."

11. Resolution No. 1992-25, "Resolution to Transfer Certain Television Production Equipment to Fort Wayne Community Schools."

12. Report on television bids received.

13. Resolution No. 1992-26, "Resolution Declaring Certain Equipment Surplus and Authorizing Sale of Same."

14. Resolution No. 1992-27, "Resolution to Transfer Appropriations Within the Operating Fund."

15. Other business.

16. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of October 22, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 22, 1992, at 3:00 p.m. at Little Turtle Branch Library. Those present were Mr. Andorfer presiding, Mrs. Riley, Mr. Carmean, Mr. Coleman, and Mrs. Koehlinger.

Absent: Ms. Knox, and Mr. McMahan.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of September 24, 1992, and the minutes of the approval of claims of October 13, 1992, were approved.

FINANCIAL REPORT

On motion of Mrs. Koehlinger, the financial report for September, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires				$0.00
Payroll				
	10/23/92	gross 191,664.49	net	139,220.75
	10/23/92	Payroll taxes (elect. transfer)		55,449.47
Accounts Payable Check Batches				
	(See "Vendor Check History" for detail of total)			
	Dated 10/23/92	#47635-47		341,635.30
	Manual Check	10/16/92	#2975	1,206.00
	Less VOIDS:		"	0.00

Accounts Payable Check Batches Subtotal:	342,841.30
Grand Total	$ 537,511.52

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of September and the year to date.

The historical preservation group ARCH has presented the library with one of its ARCHie awards for the "sympathetic addition" to the New Haven branch library.

The sump pump problem at main library has been remedied by replacing the pipe that carries water from the sub-basement addition to the storm sewer. The pipe was almost totally clogged by iron deposits.

The new automated attendant and voice mail features of the main library telephone system will be operational soon. Training for staff will take place during the last week in October and the first two weeks of November.

Reid Chapman, executive director of the Northeast Indiana Radio Reading Service has invited the board to tour the NEIRRS facility at the Little Turtle branch following the board meeting. Mr. Chapman has expressed his appreciation to the library board for their continuing support of the NEIRRS operation.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointment:			'92 bi-weekly
Marilyn Smith	Data Entry Clerk Processing Services	#573	$ 510.40
Sharon Harvey	Coordinator Children's Services	#584	$1730.77

PUBLIC HEARING - PROPOSED ADDITIONAL APPROPRIATIONS

Mr. Andorfer opened the meeting for a public hearing on proposed additional appropriations in the amount of $124,191.00 for the purchase of television equipment and supplies. When no taxpayers appeared to speak on the matter of the additional appropriations, Mr. Andorfer declared the hearing to be closed.

RESOLUTION OF APPROPRIATIONS

Mrs. Koehlinger moved the adoption of Resolution No. 1992-24, "Resolution of Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO TRANSFER TELEVISION PRODUCTION EQUIPMENT

Mr. Carmean moved the adoption of Resolution No. 1992-25, "Resolution to Transfer Certain Television Production Equipment to Fort Wayne Community Schools." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON TELEVISION BIDS

Rick Hayes submitted the following report on television production equipment bids:

Three bids were received and evaluated. Companies submitting bids were: Duncan Video, Cruse Communications and Research Technology International. As we announced to the vendors in the bid notice they were to bid on two equipment packages and a list of optional items.

Base bids were:

Cruse	Duncan	RTI
$34,447.50	$28,698.30*	No bid

* Duncan omitted to bid on three major items.

Since Cruse had the lowest base bid on all items we recommend that the Board accept the following as the lowest and best bids offered.

The following recommendation is made with regard to optional items:

Cruse Communication

DPS Personal TBC3	829.00
Time code board JVC BR-S822U	489.00
Two 3156 Bogan tripod dolly	240.00
Orientation Training on editor	680.00
Total	$ 2,238.00

Duncan Video

Cables for Abner edit controller	$ 1,125.25

Research Technology International

VT-3100 3/4" Videotape cleaner/evaluator	7,995.00
with full erase and printer options	660.00
Total	$8,655.00

On motion of Mrs. Koehlinger the board approved the purchase of equipment from the vendors as recommended by Mr. Hayes, as follows: Cruse Communications - $36,685.50 (base bid @ $34,447.50 plus optional items @ $2,238.00); Duncan Video - $1,125.25; Research Technology International - $8,655.00.

AUTHORIZATION FOR SALE OF SURPLUS EQUIPMENT

Mr. Coleman moved the adoption of Resolution No. 1992-26, "Resolution Declaring Certain Equipment Surplus and Authorizing Sale of Same." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

TRANSFER OF APPROPRIATIONS - OPERATING FUND

Mrs. Koehlinger moved the adoption of Resolution No. 1992-27, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

1993 - INDEPENDENCE DAY AND CHRISTMAS HOLIDAYS

On motion of Mrs. Koehlinger the board approved the following schedule with respect to Independence Day and the Christmas holiday, 1993:

Monday, July 5 - library system closed (Paid holiday).

Friday, December 24 - library closed (Paid holiday).

Saturday, December 25 - library closed.

Sunday, December 26 - library closed.

Any day in December to be selected by individual staff member (Paid floating holiday).

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:35 p.m.

C. Philip Gardner
President

Mary Koehlinger
Secretary

ALLEN COUNTY PUBLIC LIBRARY

COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS

AT September 30, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMO ONLY)	
	GENERAL	SPEC REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTO	"89"	TRUST & AGENCY	GENERAL FIX ASSETS	GENERAL L.T.DEBT	Sept 30 1992	Sept 30 1991
ASSETS											
CASH ON DEPOSIT.....	4,000	9,361	54,190	190	0	18,886	420			87,047	74,586
CASH ON HAND.....	2,318									2,318	2,978
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	1,846,977		105,000	35,000	0	0	125,000			2,111,977	84,939
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,664,769
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,613,804
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	7,834,120
AVAILABLE IN DEBT SERVICE FUND...									159,190	159,190	48,721
AMT TO BE PROVIDED--RET OF DEBT..									10,085,810	10,085,810	10,491,279
AMT TO BE PROVIDED--VAC PAY LIAB.									240,607	240,607	233,808
AMT AVAILABLE IN CAP PROJ FUND...									18,886	18,886	
TOTAL ASSETS	1,861,795	9,361	159,410	35,190	0	18,886	125,420	24,112,693	10,504,493	36,827,248	35,061,224
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	0	0			0	0			18,886	18,886	0
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	600,000
ACCRUED WAGES & BENEFITS.....	217,580								240,607	458,187	408,652
UNREMITTED WITHHOLDINGS.....	41,364									41,364	42,816
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(25)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,830,000	7,830,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE..	0								2,415,000	2,415,000	2,540,000
TOTAL LIABILITIES	2,458,944	0	220	0	0	0	125,000	0	10,504,493	13,088,657	11,591,663
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	24,112,693
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES..	706,350	812	0	0	0	0	0	0	0	707,162	502,118
RESERVED - ARBITRAGE REBATE.						18,886				18,886	0
RESTRICTED-SPECIAL REVENUE..		8,549								8,549	15,914
DESIGNATED FOR DEBT SERVICE.			159,190		0					159,190	48,721
UNRESERVED.....	(1,303,499)			35,190	0	0	420			(1,267,889)	(1,209,886)
TOTAL FUND EQUITY	(597,149)	9,361	159,190	35,190	0	18,886	420	24,112,693	0	23,738,591	23,469,560
TOTAL LIABILITIES & FUND EQUITY	1,861,795	9,361	159,410	35,190	0	18,886	125,420	24,112,693	10,504,493	36,827,248	35,061,223

MODIFIED ACCRUAL
UNAUDITED
September 1992
COMR9209

ALLEN COUNTY PUBLIC LIBRARY

14-OCT-92

--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED September 30, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	YEAR-TO-DATE Sept 30, 1992	YEAR-TO-DATE Sept 30, 1991
REVENUES:								
AUTO EXCISE TAX	465,994		58,626				524,620	357,654
REAL PROPERTY TAX LEVY	4,147,312		522,113				4,669,425	3,852,893
INTANGIBLES TAX & COIT	595,763		5,645				601,408	664,589
USER FEES	288,553						288,553	253,042
INTERGOVERNMENTAL REVENUE	202,840						202,840	144,596
PARKING FEES	95,358						95,358	99,838
GIFTS & DONATIONS	30,037	13,912					43,949	12,745
INTEREST	70,917				0	507	71,424	46,632
OTHER REVENUES & PROCEEDS	54,240		0				54,240	56,665
TOTAL REVENUES	5,951,015	13,912	586,384	0	0	507	6,551,818	5,488,655
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	4,513,995	0					4,513,995	3,843,184
SUPPLIES	234,304	3,669			0		237,972	175,662
PROFESSIONAL SERVICES	58,686	5,408			0	0	64,094	113,906
COMMUNICATION & TRANSPORTATION	197,162	0			0		197,162	171,050
INSURANCE	101,087						101,087	91,822
UTILITY SERVICES	399,770						399,770	336,391
REPAIRS & MAINTENANCE	292,107				0		292,107	227,742
LEASING & MISCELLANEOUS SERVICES	112,330	600			0		112,930	139,713
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	430,346	4,652			0	500	435,498	211,993
LIBRARY MATERIALS	1,237,289	4,029			0	0	1,241,317	867,965
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			722,140				722,140	554,818
PRINCIPAL RETIREMENT--BONDS			125,000				125,000	490,000
INTEREST CHARGES--BONDS			187,178				187,178	208,171
TOTAL EXPENDITURES	7,577,077	18,357	1,034,318	0	0	500	8,630,252	7,432,417
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,626,062)	(4,445)	(447,934)	0	0	7	(2,078,434)	(1,943,763)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0	0
OPERATING TRANSFERS IN	0		0	0	0	0	0	0
OPERATING TRANSFERS OUT	0		0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,626,062)	(4,445)	(447,934)	0	0	7	(2,078,434)	(1,943,763)
FUND BALANCES-JANUARY 1,	1,028,913	13,806	607,124	35,190	0	18,879	1,703,912	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0	0			0	0	0	0
FUND BALANCES-September 30 '92	(597,149)	9,361	159,190	35,190	0	18,886	(374,522)	288,724

SEPT 92 unaudited
ER-29REV192

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1992

13-Oct-92
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GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 09/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	465,994.31		0.00		465,994.31				529,111.69	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	4,147,312.14		0.00		4,147,312.14				3,959,305.86	
5103	INTANGIBLES TAX	93,259	93,259		93259	44,869.98		0.00		44,869.98				48,389.02	
5104	COUNTY INCOME TAX	709,215	709,215		709215	550,893.15		0.00		550,893.15				158,321.85	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	5,209,069.58		0.00	0.00	5,209,069.58				4,695,128.42	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	124,651.40				124,651.40				25,348.60	
5202	EXTENDED USE FEES	180,000	180,000		180000	162,591.40		0.00	0.00	162,591.40				17,408.60	
5203	FAX FEES	2,000	2,000		2000	1,310.58				1,310.58				689.42	
	TOTAL USER FEES	332,000	332,000	0.00	332000	288,553.38	0.00	0.00	0.00	288,553.38				43,446.62	
5301	FEDERAL OPERATING GRANTS	0	0		0	72,728.19				72,728.19				(72,728.19)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	63,873.19				63,873.19				(15,693.19)	
5303	CITY OPERATING GRANTS	0	0		0	123,854.77		59,282.43	0.00	64,572.34				(64,572.34)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	262,122.81		59,282.43	0.00	202,840.38				(154,660.38)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	44,566.99				44,566.99				(44,566.99)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	47,151.76				47,151.76				(47,151.76)	
5403	PARKING REVENUES-236 W WASHINGTON	0.	0		0	2,639.10				2,639.10				(2,639.10)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	1,000.00		8,500.00	8,500.00	1,000.00				101,000.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	95,357.85		8,500.00	8,500.00	95,357.85				6,642.15	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	GIFTS, DONATIONS, GRANTS	0	0		0	30,036.55				30,036.55				(30,036.55)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	70,916.96			0.00	70,916.96				(30,916.96)	
5701	ACPL PUBLICATIONS	100	100		100	116.60			0.00	116.60				(16.60)	
5702	RESEARCH SERVICES	14,000	14,000		14000	9,089.91				9,089.91				4,910.09	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	12,705.51		0.00	0.00	12,705.51				(2,705.51)	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	2,766.12				2,766.12				1,233.88	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	9,585.88				9,585.88				(9,585.88)	
5706	OTHER REVENUES	0	0		0	19,976.00				19,976.00				(19,976.00)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	54,240.02		0.00	0.00	54,240.02				(26,140.02)	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	6,010,297.15	0.00	67,782.43	8,500.00	5,951,014.72				4,503,463.28	

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1992

13-Oct-92
08:46 AM

SLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 09/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,100,000		4100000	2,513,524.03	38.69%	174,000.37	115,165.05	2,454,688.71	40.13%		2,454,688.71	1,645,311.29	40.13%
1102	SALARIED OVERTIME	0	0		0	6,153.21	ERR			6,153.21	ERR		6,153.21	(6,153.21)	ERR
1103	SALARIED VACATION	0	0		0	210,281.54	ERR			210,281.54	ERR		210,281.54	(210,281.54)	ERR
1104	SALARIED SICK PAY	0	0		0	65,454.31	ERR			65,454.31	ERR		65,454.31	(65,454.31)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	10,549.48	ERR			10,549.48	ERR		10,549.48	(10,549.48)	ERR
1106	SALARIED HOLIDAY	0	0		0	88,250.58	ERR			88,250.58	ERR		88,250.58	(88,250.58)	ERR
1107	SALARIED JURY DUTY	0	0		0	374.87	ERR			374.87	ERR		374.87	(374.87)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	5,475.32	ERR			5,475.32	ERR		5,475.32	(5,475.32)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	36,246.72	ERR			36,246.72	ERR		36,246.72	(36,246.72)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	13,684.34	ERR			13,684.34	ERR		13,684.34	(13,684.34)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,100,000	0.00	4100000	2,949,994.40	28.05%	174,000.37	115,165.05	2,891,159.08	29.48%	0.00	2,891,159.08	1,208,840.92	29.48%
1201	HOURLY TIME WORKED	1,040,000	1,040,000		1040000	767,799.55	26.17%	48,905.56	34,984.95	753,878.94	27.51%		753,878.94	286,121.06	27.51%
1202	HOURLY OVERTIME	0	0		0	3,934.97	ERR			3,934.97	ERR		3,934.97	(3,934.97)	ERR
1203	HOURLY VACATION	0	0		0	35,400.30	ERR			35,400.30	ERR		35,400.30	(35,400.30)	ERR
1204	HOURLY SICK PAY	0	0		0	2,725.44	ERR			2,725.44	ERR		2,725.44	(2,725.44)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,506.63				3,506.63			3,506.63	(3,506.63)	ERR
1206	HOURLY HOLIDAY	0	0		0	23,650.98	ERR			23,650.98	ERR		23,650.98	(23,650.98)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,442.53	ERR			1,442.53	ERR		1,442.53	(1,442.53)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,751.03	ERR			5,751.03	ERR		5,751.03	(5,751.03)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,040,000	0.00	1040000	844,211.43	18.83%	48,905.56	34,984.95	830,290.82	20.16%	0.00	830,290.82	209,709.18	20.16%
1301	SUMMER EMPLOYEES- TIME WORKED	0	0		0	66,431.57	ERR			66,431.57	ERR		66,431.57	(66,431.57)	ERR
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	24.75				24.75			24.75	(24.75)	
1401	SHORT-TERM STAFF TIME WORKED	10,000	10,000		10000	23,355.37	-133.55%			23,355.37	-133.55%		23,355.37	(13,355.37)	-133.55%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	10,000	0.00	10000	89,811.69	-798.12%	0.00	0.00	89,811.69	-798.12%	0.00	89,811.69	(79,811.69)	-798.12%
	TOTAL COMPENSATION	5,150,000	5,150,000	0.00	5150000	3,884,017.52	24.58%	222,905.93	150,150.00	3,811,261.59	25.99%	0.00	3,811,261.59	1,338,738.41	25.99%
1501	EMPLOYER FICA	391,000	391,000		391000	292,452.12	25.20%	17,052.30	11,486.48	286,886.30	26.63%		286,886.30	104,113.70	26.63%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	6,701.19	-34.02%			6,701.19	-34.02%		6,701.19	(1,701.19)	-34.02%
1503	EMPLOYER PERF	345,000	345,000		345000	147,880.14	57.14%	42,399.15	55,943.60	161,424.59	53.21%		161,424.59	183,575.41	53.21%
1504	GROUP INSURANCE	360,000	360,000		360000	242,430.34	32.66%	0.00		242,430.34	32.66%		242,430.34	117,569.66	32.66%
1505	DEDUCTIBLE REIMBURSEMENT	0	0		0	5,291.41	ERR			5,291.41	ERR		5,291.41	(5,291.41)	ERR
	TOTAL EMPLOYEE BENEFITS	1,101,000	1,101,000	0.00	1101000	694,755.20	36.90%	59,451.45	67,430.08	702,733.83	36.17%	0.00	702,733.83	398,266.17	36.17%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	4,578,772.72	26.75%	282,357.38	217,580.08	4,513,995.42	27.79%	0.00	4,513,995.42	1,737,004.58	27.79%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL @ 09/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	29,538.77	15.60%	2,015.98	0.00	27,522.79	21.36%	2,039.21	29,562.00	8,569.96	24.49%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	29,538.77	15.60%	2,015.98	0.00	27,522.79	21.36%	2,039.21	29,562.00	8,569.96	24.49%
2201	CLEANING SUPPLIES	25,000	25,000	0.00	25000	20,751.28	16.99%	0.00	2.93	20,754.21	16.98%	729.88	21,484.09	3,515.91	14.06%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	6,191.52	17.45%	666.73	0.00	5,524.79	26.34%	0.00	5,524.79	1,975.21	26.34%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	30,000	398.94	30398.94	33,161.87	-10.54%	11,867.66	0.00	21,294.21	29.02%	1,823.16	23,117.31	7,281.63	24.27%
2205	LIBRARY MATERIALS SUPPLIES	42,000	42,000	5,963.59	47963.59	27,593.23	34.30%	1,092.71	0.00	26,500.52	36.90%	1,472.21	27,972.73	19,990.86	47.60%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,510.60	29.79%	6.43	0.00	3,504.17	29.92%	0.00	3,504.17	1,495.83	29.92%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	17,412.08	-16.08%	39.64	0.00	17,372.44	-15.82%	126.14	17,498.58	(2,498.58)	-16.66%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	17,354.05	35.73%	222.70	0.00	17,131.35	36.55%	2,197.37	19,328.72	7,671.28	28.41%
2211	OTHER OPERATING SUPP N.E.C.	73,000	90,050	2,431.21	92481.21	67,921.57	24.57%	7,474.87	7.95	60,454.65	32.87%	15,393.31	75,847.96	16,633.25	18.47%
	TOTAL OPERATING SUPPLIES	227,000	244,050	8,793.74	252843.7	193,896.20	20.55%	21,370.74	10.88	172,536.34	29.30%	21,742.01	194,278.35	58,565.39	24.00%
2301	MAINTENANCE SUPPLIES	21,000	21,000	134.39	21134.39	28,455.17	-35.50%	92.27	0.00	28,362.90	-35.06%	6,520.87	34,883.77	(13,749.38)	-65.47%
2302	REPAIR PARTS	6,000	6,000	128.00	6128	5,881.64	1.97%	0.00	0.00	5,881.64	1.97%	502.10	6,383.74	(255.74)	-4.26%
	TOTAL MAINTENANCE SUPPLIES	27,000	27,000	262.39	27262.39	34,336.81	-27.17%	92.27	0.00	34,244.54	-26.83%	7,022.97	41,267.51	(14,005.12)	-51.87%
	TOTAL SUPPLIES	289,000	306,050	12,188.09	318238.0	257,771.78	15.77%	23,478.99	10.88	234,303.67	23.44%	30,804.19	265,107.86	53,130.23	17.36%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1992

SLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 09/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	6,000	8,000	2,156.00	10150	7,797.50	2.53%	0.00	0.00	7,797.50	2.53%	1,800.00	9,597.50	552.50	6.91%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	28,618.22	-1330.91%	0.00	0.00	28,618.22	-1330.91%	0.00	28,618.22	(26,618.22)	-1330.91%
3103	LEGAL SERVICES	4,000	4,000		4000	1,335.00	66.63%	315.00	0.00	1,020.00	74.50%	0.00	1,020.00	2,980.00	74.50%
3104	PROGRAM PRESENTERS	4,000	4,000	0.00	4000	4,158.00	-3.95%	0.00	0.00	4,158.00	-3.95%	180.00	4,338.00	(338.00)	-8.45%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	9,708.94	51.46%	340.00	0.00	9,368.94	53.16%	0.00	9,368.94	10,631.06	53.16%
3106	OTHER PROFESSIONAL SERVICES	21,000	21,000	650.00	21650	7,796.22	62.88%	74.50	1.95	7,723.67	63.22%	426.10	8,149.77	13,500.23	64.29%
	TOTAL PROFESSIONAL SERVICES	59,000	59,000	2,800.00	61800	59,413.88	-0.70%	729.50	1.95	58,686.33	0.53%	2,406.10	61,092.43	707.57	1.20%
3201	TELEPHONE SERVICE	110,000	110,000		110000	80,038.51	27.24%	3,819.80	0.00	76,218.71	30.71%	0.00	76,218.71	33,781.29	30.71%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	81,530.19	22.35%	729.62	0.00	80,800.57	23.05%	0.00	80,800.57	24,199.43	23.05%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	4,000		4000	5,401.50	-35.04%	53.90	0.00	5,347.60	-33.69%	0.00	5,347.60	(1,347.60)	-33.69%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	47,000	0.00	47000	32,405.80	31.05%	40.00	0.00	32,365.80	31.14%	0.00	32,365.80	14,634.20	31.14%
	COMMUNICATION & TRANSPORTATION	266,000	266,000	0.00	266000	199,376.00	25.05%	4,643.32	0.00	194,732.68	26.79%	0.00	194,732.68	71,267.32	26.79%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	212.50	78.75%	19.14	0.00	193.36	80.66%	0.00	193.36	806.64	80.66%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	2,235.75	44.11%	0.00	0.00	2,235.75	44.11%	0.00	2,235.75	1,764.25	44.11%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	2,448.25	51.04%	19.14	0.00	2,429.11	51.42%	0.00	2,429.11	2,570.89	51.42%
3401	INSURANCE	115,000	115,000		115000	101,087.00	12.10%	0.00	0.00	101,087.00	12.10%	0.00	101,087.00	13,913.00	12.10%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	101,087.00	12.10%	0.00	0.00	101,087.00	12.10%	0.00	101,087.00	13,913.00	12.10%
3501	NATURAL GAS	165,000	165,000		165000	109,451.94	33.67%	2,901.31	0.00	106,550.63	35.42%	0.00	106,550.63	58,449.37	35.42%
3502	ELECTRICITY	450,000	450,000		450000	276,244.86	38.61%	4,209.85	0.00	272,035.01	39.55%	0.00	272,035.01	177,964.99	39.55%
3503	WATER & SEWER	14,000	14,000		14000	13,511.79	3.49%	1,180.93	0.00	12,330.86	11.92%	0.00	12,330.86	1,669.14	11.92%
3504	TRASH DISPOSAL	11,000	11,000	25.00	11025	8,853.80	19.51%	0.00	0.00	8,853.80	19.51%	3,352.00	12,205.80	(1,180.80)	-10.73%
	TOTAL UTILITY SERVICES	640,000	640,000	25.00	640025	408,062.39	36.24%	8,292.09	0.00	399,770.30	37.54%	3,352.00	403,122.30	236,902.70	37.02%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	5,003.39	65003.39	57,664.95	3.89%	810.98	0.00	56,853.97	5.24%	14,875.28	71,729.25	(6,725.86)	-11.21%
3602	HVAC SERVICE	25,000	25,000	4,397.00	29397	29,010.42	-16.04%	731.00	0.00	28,279.42	-13.12%	2,492.00	30,771.42	(1,374.42)	-5.50%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	20,384.20	7.34%	87.00	0.00	20,297.20	7.74%	3,534.00	23,831.20	(1,831.20)	-8.32%
3604	COMPUTER MAINTENANCE	155,000	155,000	140.50	155140.5	80,794.36	47.87%	0.00	0.00	80,794.36	47.87%	72,964.77	153,759.13	1,381.37	0.89%
3605	COPIER SERVICE	40,000	40,000	3,319.34	43319.34	27,920.72	30.20%	583.82	0.00	27,336.90	31.66%	16,116.23	43,453.13	(133.79)	-0.33%
3606	VEHICLE SERVICE	22,000	22,000	389.87	22389.87	7,985.64	63.70%	2,449.03	0.00	5,536.61	74.83%	269.12	5,805.73	16,584.14	75.38%
3607	OTHER EQUIPMENT SERVICE	60,000	60,000	969.14	60969.14	76,583.70	4.27%	3,575.20	0.00	73,008.50	8.74%	10,690.23	83,698.73	(2,729.59)	-3.41%
	TOTAL REPAIRS & MAINTENANCE	404,000	404,000	14,219.24	418219.2	300,343.99	25.66%	8,237.03	0.00	292,106.96	27.70%	120,941.63	413,048.59	5,170.65	1.28%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	41,189.23	25.11%	1,854.59	0.00	39,334.64	28.48%	10,790.45	50,125.09	4,874.91	8.86%
	LEASING & RENTALS	55,000	55,000	0.00	55000	41,189.23	25.11%	1,854.59	0.00	39,334.64	28.48%	10,790.45	50,125.09	4,874.91	8.86%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1992

13-Oct-92
08:46 AM

BL4#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 09/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	10,695.80	2.77%	0.00	0.00	10,695.80	2.77%	0.00	10,695.80	304.20	2.77%
3902	INTEREST ON TEMPORARY LOANS	20,000	20,000		20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3904	TRANSFER TO LIFE FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	50,000	491.77	50491.77	1,243.80	97.51%	1,243.80	0.00	0.00	100.00%	0.00	0.00	50,491.77	100.00%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	70,966.76	25.30%	8,673.13	0.00	62,293.65	34.43%	2,803.11	65,096.76	30,054.48	31.64%
	TOTAL MISCELLANEOUS SERVICES	177,000	177,000	643.01	177643.0	82,912.38	53.16%	9,916.93	0.00	72,995.45	58.76%	2,803.11	75,798.56	101,844.45	57.54%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,721,000	17,687.25	1738687.	1,194,833.12	30.57%	33,692.60	1.95	1,161,142.47	32.53%	140,293.29	1,301,435.76	437,251.49	25.41%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	165,000	71,328.35	236328.3	123,298.37	25.27%	6,160.76	0.00	117,137.61	29.01%	70,229.29	187,366.90	48,961.45	29.67%
4403	COMPUTER EQUIPMENT	275,000	275,000	7,514.00	282514	236,431.12	14.03%	1,220.00	0.00	235,211.12	14.47%	85,469.02	320,680.14	(38,166.14)	-13.88%
4405	TELEVISION EQUIPMENT	10,000	78,589	703.37	79212.37	77,997.35	6.65%	0.00	0.00	77,997.35	0.65%	50,913.91	128,911.26	(49,698.89)	-63.30%
4407	VEHICLES	20,000	20,000	0.00	20000	749.85	96.25%	749.85	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	538,589	79,545.72	618054.7	438,476.69	18.58%	8,130.61	0.00	430,346.08	20.09%	206,612.22	636,958.30	(18,903.58)	-3.51%
4510	BOOKS	1,650,000	1,650,000	110,286.77	1760286.	953,815.45	42.19%	19,907.99	0.00	933,907.46	43.40%	281,446.47	1,215,353.93	544,932.84	33.03%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	135,544.05	61.27%	693.47	0.00	134,850.58	61.47%	9,024.36	143,874.94	209,990.31	60.00%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	130,778.39	32.24%	5,776.36	0.00	125,002.03	35.23%	32,556.60	157,558.63	51,815.53	26.85%
4540	ONLINE MATERIALS	52,000	52,000	33.14	52033.14	48,519.34	6.69%	4,990.55	0.00	43,528.79	16.29%	5,612.76	49,141.55	2,891.59	5.56%
	TOTAL LIBRARY MATERIALS	2,245,000	2,245,000	130,559.32	2375559	1,268,657.23	43.49%	31,368.37	0.00	1,237,288.86	44.89%	328,640.19	1,565,929.05	809,630.27	36.06%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,783,589	210,105.04	2993614.	1,707,133.92	38.67%	39,498.98	0.00	1,667,634.94	40.09%	535,252.41	2,202,887.35	790,726.69	28.41%
	TOTAL EXPENDITURES	10,976,000	11,061,559	239,980.38	11301539	7,738,511.54	30.04%	379,027.95	217,592.91	7,577,076.50	31.50%	706,349.89	8,283,426.39	3,018,112.99	27.28%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(607,081)	(239,980.38)	(847,061)	(1,728,214.39)		(311,245.52)	(209,092.91)	(1,626,061.78)		(706,349.89)	(8,283,426.39)	1,485,350.29	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 22, 1992)
)
RESOLUTION OF APPROPRIATIONS) No. 1992-24

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2211 Operating Supplies	$ 20,496.00
4405 Television Equipment	$ 103,695.00
Total	$ 124,191.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 22nd day of October 1992, by the following aye and nay vote.

Aye	Nay
Patricia E. Riley	
Karen C. Oh	
John Kamman	
C. Philip Arquette	
Mary Bellinger	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 22, 1992)
)
RESOLUTION TO TRANSFER CERTAIN) No. 1992-25
TELEVISION PRODUCTION EQUIPMENT TO)
FORT WAYNE COMMUNITY SCHOOLS)
)

WHEREAS, Certain items of television production equipment have been purchased by the Allen County Public Library to support the operation of Educational Access Channel 20, and

WHEREAS, This equipment was purchased through grants from the City of Fort Wayne's cable television franchise fee fund, and

WHEREAS, The City of Fort Wayne has transferred the operation of Channel 20 to the Fort Wayne Community Schools, it is therefore,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the equipment specified in the accompanying list, which was purchased for the operation of Educational Access Channel 20, be and the same is hereby transferred to the Fort Wayne Community Schools.

Adopted this 22nd day of October, 1992.

C. Shirley Anderson
President

Mary Koehlinger
Secretary

CHANNEL 20 EDUCATIONAL ACCESS CHANNEL

ACPL #	PRICE	MANUFACTURER	MODEL	SERIAL #
4580	$694.00	Sony	CVM-1271 receiver color monitor	2012893
4579	801.00	Sony	PVN-1271Q/1371QM color video monitor	2035001
4587	1349.00	Leader	LBO-5860B/H waveform monitor	8060669
4584	1156.00	Videotek	RS-10ARCLSW router/power supply	
4585	967.00	Videotek	RS-10A/24 router	
4578	4427.00	Nova	620S TBC	3964
4583	614.00	Leightronix	Mini-T XRV programmer	
	167.00	Leightronix	3 control cables	
4574	4925.00	JVC	BR-S810 S-VHS player recorder	10310246
4573	4172.00	Sony	V0-5800 3/4" player/recorder	75585
4575	3162.00	MycroTek	ERNIE CG	162
4586	407.00	ElectroVoice	Audio Mixer ELX1	
4588	107.00	Dbx	Audio Compressor & Limiter 163X	911638342
4581	124.00	Bogen	TP-50A am/fm tuner w/rack mount	88D0660
4582	110.00	SL Waber	DG315-R power strip	
	59.00	Radio Shack	1 cable TV block converter	
4765	1567.00	Winstead	Equipment rack w/all accessories	
7044	1394.00	Panasonic	AG 450 camcorder	D2HB01481
Modulator, audio/video		Catel	CA2100	11965-00188

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 22, 1992)
)
RESOLUTION DECLARING CERTAIN EQUIPMENT) No. 1992-26
SURPLUS AND AUTHORIZING SALE OF SAME)
)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the equipment specified on the following list, which is no longer needed by the Allen County Public Library, is hereby declared to be surplus, and are to be sold at public auction according to law.

Adopted this 22nd day of October, 1992.

C. Philip Anderson
President

Mary Kerkenny
Secretary

RESOLUTION NO. 1992-26

COPIERS FOR AUCTION

MAKE/MODEL	SERIAL #	AGENCY	LEASE EXP. DATE
Canon 250	JN006256	PON	09/01/88
Canon 250	JN006260	CHI	09/01/88
Canon 270	JC012195	NWH	01/30/89
Canon 270	JC012232	YAS	01/30/89
Canon 270	JC012236	HAR	01/30/89
Canon 270	JC012237	TEC	01/30/89
Canon 270	JC012268	WDB	01/30/89
Canon 270	JC016503	AMV	01/30/90 FROM PER 8/91
Canon 270	JC016514	MON	01/30/90 FROM SHW 10/90
Canon 270	JC016533	GEO	01/30/90
Canon 270	JC016534	CIRC	01/30/90
Canon 270	JC016881	ACQ	01/30/90
Canon 270	JC016904	L&L	01/30/90 FROM WAY 10/90 FROM PRT 3/92
Canon 7550	QH603581	GEN	09/01/88

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 22, 1992)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1992-27
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1201 Hourly Time Worked	110,000.00
1301 Summer employees - Time Worked ..	70,000.00
1401 Short-term Staff Time Worked	27,000.00
1501 Employer FICA	9,000.00
1502 Unemployment Compensation	5,000.00
1505 Deductible Reimbursement	24,000.00
2201 Cleaning Supplies	5,000.00
2204 Copier Supplies	4,000.00
2209 Programming Supplies	5,000.00
2301 Maintenance Supplies	24,000.00
2302 Repair Parts	3,000.00

3101 Consulting	2,000.00
3102 Engineering & Architectural	28,000.00
3104 Program Presenters	2,000.00
3204 Recruiting	4,000.00
3503 Water & Sewer	5,000.00
3504 Trash Disposal	2,000.00
3601 Building Repairs & Maintenance ..	55,000.00
3602 HVAC Service	15,000.00
3603 Landscaping	5,000.00
3604 Computer Maintenance	15,000.00
3607 Other Equipment Service	20,000.00
3902 Interest on Temporary Loans	79,000.00
4403 Computer Equipment	65,000.00
4407 Vehicles	10,000.00
4540 Online Materials	12,000.00
Total	$605,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
1101 Salary Time Worked	$100,000.00
1503 Employer PERF	120,000.00
1504 Group Insurance	25,000.00
2205 Library Materials Supplies	8,000.00
3103 Legal Services	2,000.00
3106 Other Professional Services	5,000.00
3206 Travel & Training	2,000.00

3401 Insurance	10,000.00
3501 Natural Gas	5,000.00
3502 Electricity	40,000.00
3606 Vehicle Service	10,000.00
3905 Materials Conservation Service .	49,000.00
4401 Furniture & Equipment	30,000.00
4530 Books	199,000.00
Total	$605,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 22nd day of October 1992, by the following aye and nay vote.

Aye	Nay
Patricia E. Riley	
Charles C. Oler	
[illegible]	
Mary Kehlenger	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims November 9, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $288,545.75 on November 9, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
10/23/92	gross	191,103.82	net	139,853.71
10/23/92	Payroll taxes (electronic transfer)			55,536.13
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 11/06/92	#47948-48009			93,405.91
Manual Checks(s)	10/16/92			0.00
Less VOIDS:		#47815		(250.00)
Accounts Payable Check Batches Subtotal:				$ 93,155.91
Grand Total			$	288,545.75

Mr. Carmean, Mr. Andorfer, Mr. McMahan, and Mrs. Riley approved and signed the register of claims as presented by the director.

Mary Koelling

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
November 24, 1992
3:00 p.m. - Georgetown Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of October 22, 1992, and meeting for approval of claims of November 9, 1992.

4. Financial report for October, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

   a. Compensation & Personnel Committee.

      1. Report of chairman.

      2. Resolution No. 1992-28, "Resolution Approving a Pay Structure for 1993."

   b. Other committee reports.

8. Resolution No. 1992-29, "Resolution Authorizing Temporary Loans."

9. Resolution No. 1992-30, "Resolution to Establish a Policy Regarding the Indiana Public Library access Card (PLAC)."

10. Resolution No. 1992-31, "Resolution to Amend the Allen County Public Library's Circulation Policy."

11. Resolution No. 1992-32, "Resolution to Establish a New Schedule of Hours for Allen County Public Library Branches."

12. Proposed holiday and closing schedule for 1993.

13. Appointment of Nominating Committee.

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of November 24, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 24, 1992, at 3:00 p.m. at Georgetown Branch Library. Those present were Mr. Andorfer presiding, Mrs. Riley, Mr. Carmean, Mr. Coleman, Mr. McMahan, and Mrs. Koehlinger.

Absent: Ms. Knox.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of October 22, 1992, and the minutes of the approval of claims of November 9, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for October, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Coleman, the claims were approved for payment.

Wires				$0.00
Payroll				
	11/20/92	gross 192,425.56	net	140,139.42
	11/20/92	Payroll taxes (elect. transfer)		55,624.32
Accounts Payable Check Batches				
	(See "Check Report - Summary" for detail of total)			
	Dated 11/20/92	#48011-48014		4,493.65
	Dated 11/24/92	#48016-48406		455,405.13
	Manual Check	10/16/92	#2976	1,183.00
	Less VOIDS:			0.00

Accounts Payable Check Batches Subtotal:	461,081.78
Grand Total	$ 656,845.52

REPORT OF DIRECTOR

Mr. Fortriede presented a report on library service statistics for the month of October and for the year to date.

He also reported on the theft of several valuable books from the library's collection, which was extensively covered in the local newspapers. The individual who stole the books was apprehended by FBI agents and local police in Ohio and confessed to the thefts. At this time we believe we have located all of the stolen books and are working on recovering them. Mr. Fortriede asked if the board would write letters of thanks to law enforcement officials involved for their excellent cooperation, and the board agreed. Mr. Krull also commended Mr. Fortriede for his work in tracking down the missing books and coordinating the efforts of the FBI and police in solving the crime.

The installation of LIBS 100 Plus, the new version of CLSI's automation software, has been delayed. Some features of the software that are important to the ACPL are not yet fully functional, and staff have determined that installation should be postponed until all features are available. A new installation date will be negotiated with CLSI.

A proposal has been received from a local sculptor to design a sculpture for the main library. The matter was referred to the Long Range Planning Committee.

The staff holiday party is scheduled for December 12 at the Botanical Conservatory. All board members are invited to attend.

A committee has been appointed to the board of the Friends of the Library to investigate the feasibility of setting up a gift shop in the main library, to be staffed by Friends volunteers. The Friends board would like the approval of the library board to pursue this idea, and report their findings to the library board at a later date. The board agreed that the Friends could pursue the idea, but expressed concern over space issues.

The pilot project linking the Northside High School library to the ACPL's online public access catalog is underway. Usage will be monitored and an evaluation report will be prepared at the end of the school year.

REPORT OF COMPENSATION AND PERSONNEL COMMITTEE

Mrs. Riley, chairman, reported that the committee met on November 9, 1992, and agreed on a recommendation for the 1993 pay structure. Range minimums would be increased 2% for all grades except for grades M6-M8, for which range minimums would be increased 5%. The exception for the selected management grades is based on current salary survey data which indicate

that these ranges are not competitive with the midwest or national labor markets for comparable positions in similar-sized libraries.

Mrs. Riley then moved the adoption of Resolution No. 1992-28, "Resolution Approving a Pay Structure for 1993," which incorporates the committee's recommendations. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

The committee will meet again to consider individual staff salaries within pay grades, and will introduce a new Authorized Staffing Table, incorporating its recommendations, at the December meeting.

RESOLUTION AUTHORIZING TEMPORARY LOANS

Mr. McMahan moved the adoption of Resolution No. 1992-29, "Resolution Authorizing Temporary loans." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO ESTABLISH A POLICY REGARDING THE PUBLIC LIBRARY ACCESS CARD

Mr. Coleman moved the adoption of Resolution No. 1992-30, "Resolution to Establish a Policy Regarding the Indiana Public Library Access Card (PLAC)." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO AMEND CIRCULATION POLICY

Mr. McMahan moved the adoption of Resolution No. 1992-31, "Resolution to Amend the Allen County Public Library's Circulation Policy." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO ESTABLISH NEW HOURS FOR LIBRARY BRANCHES

Mr. McMahan moved the adoption of Resolution No. 1992-32, "Resolution to Establish a New Schedule of Hours for Allen County Public Library Branches." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

HOLIDAY AND CLOSING SCHEDULE FOR 1993

On motion of Mr. McMahan the following schedule of holidays and closings was approved for 1993.

P	January 1	Friday	New Year's Day
P	February 22	Monday	Washington's Birthday (Floating holiday to be taken from February

			22 through September 5, 1993)
	April 9	Friday	Good Friday (11:30 a.m.- 3:00 p.m.)
P	May 31	Monday	Memorial Day
P	July 5	Monday	Independence Day observed
P	September 6	Monday	Labor Day
P	November 25	Thursday	Thanksgiving
P	December 24	Friday	Christmas Eve
	December 25	Saturday	Christmas
	December 26	Sunday	
P	December		Floating holiday to be taken during the month of December

P = Paid holiday

APPOINTMENT OF NOMINATING COMMITTEE

Mr. Andorfer appointed Mr. Carmean to chair a nominating committee to recommend a slate of board officers for 1993. Mrs. Koehlinger and Mrs. Riley were appointed to serve on the committee.

RESOLUTION DECLARING CERTAIN EQUIPMENT SURPLUS AND AUTHORIZING SALE OF SAME

Mr. McMahan moved the adoption of Resolution No. 1992-33, "Resolution Declaring Certain Equipment Surplus and Authorizing Sale of Same." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

WAJI PROPOSAL

Radio station WAJI has proposed a joint promotional activity in which WAJI would broadcast their 6:00-9:00 a.m. show from the main library and simulcast the show on public access TV Channel 10. The show would originate from the auditorium of the main library and include an amateur talent show. The proposed benefit to the library will be free media exposure. After discussion, on motion of Mr. Carmean the proposal was approved.

CORPORATE REIMBURSEMENT PROGRAM FOR MEDICAL INSURANCE DEDUCTIBLES

Under a corporate reimbursement program for medical insurance deductibles, initiated in 1992, the library "self-insures" a part of the PHP medical insurance program by reimbursing employees for their out-of-pocket uncovered expenses up to $500.00. By doing so, the library was able to maintain the high quality of its medical insurance benefits, while saving approximately $37,000.00 in employer-paid premiums. Reimbursements to staff are projected to be approximately $10,000.00, so a substantial net saving was realized. There is no guarantee that this favorable result will be repeated in subsequent years, of course, but staff recommended that the program be continued. On motion of Mr. Carmean, the board approved the continuation of the corporate reimbursement program for medical insurance deductibles in 1993.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:15 p.m.

C. Philip Anderson
President

Mary Koepenger
Secretary

October 1992 - UNAUDITED
COMB1092

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT October 31, 1992

09-Nov-92

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMO ONLY)	
	GENERAL	SPEC REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTO	"89"	TRUST & AGENCY	GENERAL FIX ASSETS	GENERAL L.T.DEBT	Oct 31 1992	Oct 31 1991
ASSETS											
CASH ON DEPOSIT.....	297,081	8,624	130,388	190	0	18,931	741			455,955	483,571
CASH ON HAND.....	3,026									3,026	2,383
CASH WITH FISCAL AGENT.....			220							220	220
INVESTMENTS AT COST.....	1,351,767		105,000	35,000	0	0	125,000			1,616,767	60,460
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST.....	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS.....	0		0							0	0
DUE FROM OTHER FUNDS.....	0		0	0						0	0
ACCOUNTS RECEIVABLE.....	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND.....								1,664,769		1,664,769	1,664,769
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,613,804
FURNITURE AND EQUIPMENT.....								7,834,120		7,834,120	7,834,120
AVAILABLE IN DEBT SERVICE FUND...									235,388	235,388	115,712
AMT TO BE PROVIDED--RET OF DEBT..									10,009,612	10,009,612	10,424,288
AMT TO BE PROVIDED--VAC PAY LIAB.									244,005	244,005	234,366
AMT AVAILABLE IN CAP PROJ FUND...									18,931	18,931	
TOTAL ASSETS	1,660,373	8,624	235,608	35,190	0	18,931	125,741	24,112,693	10,507,936	36,705,098	35,445,693
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE.....	203	0			0	0			18,931	19,134	8,507
TEMPORARY LOANS/FINANCING.....	2,200,000									2,200,000	900,000
ACCRUED WAGES & BENEFITS.....	230,226								244,005	474,231	417,130
UNREMITTED WITHHOLDINGS.....	18,826									18,826	20,552
DEFERRED COMP PAYABLE.....	0						125,000			125,000	(25)
DUE TO OTHER FUNDS.....	0									0	0
CAPITAL LEASES PAYABLE.....	0								7,830,000	7,830,000	8,000,000
MATURED BONDS PAYABLE.....	0									0	0
MATURED INTEREST PAYABLE.....	0		220							220	220
G O BONDS & CAP LEASES PAYABLE..	0								2,415,000	2,415,000	2,540,000
TOTAL LIABILITIES	2,449,255	0	220	0	0	0	125,000	0	10,507,936	13,082,411	11,886,384
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS.....								24,112,693		24,112,693	24,112,693
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES..	759,505	632	0	0	0	0	0	0	0	760,137	463,758
RESERVED - ARBITRAGE REBATE.						18,931				18,931	0
RESTRICTED-SPECIAL REVENUE..		7,992								7,992	14,489
DESIGNATED FOR DEBT SERVICE.			235,388		0					235,388	115,712
UNRESERVED.....	(1,548,386)			35,190	0	0	741			(1,512,455)	(1,147,343)
TOTAL FUND EQUITY	(788,882)	8,624	235,388	35,190	0	18,931	741	24,112,693	0	23,622,686	23,559,309
TOTAL LIABILITIES & FUND EQUITY	1,660,373	8,624	235,608	35,190	0	18,931	125,741	24,112,693	10,507,936	36,705,098	35,445,693

MODIFIED ACCRUAL
UNAUDITED
October 1992
COMR9210

09-Nov-92

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED October 31, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	OCT 31, 1992	Oct 31, 1991
REVENUES:								
AUTO EXCISE TAX	1,071,665		134,824				1,206,489	984,932
REAL PROPERTY TAX LEVY	4,147,312		522,113				4,669,425	3,852,893
INTANGIBLES TAX & COIT	658,028		5,645				663,673	795,916
USER FEES	323,005						323,005	284,904
INTERGOVERNMENTAL REVENUE	231,966						231,966	159,975
PARKING FEES	104,263						104,263	108,571
GIFTS & DONATIONS	30,037	14,323					44,360	13,104
INTEREST	76,028				0	553	76,581	48,104
OTHER REVENUES & PROCEEDS	57,644		0				57,644	62,388
TOTAL REVENUES	6,699,948	14,323	662,582	0	0	553	7,377,406	6,310,786
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	5,021,820	0					5,021,820	4,772,303
SUPPLIES	259,597	3,693			0		263,290	216,879
PROFESSIONAL SERVICES	62,309	5,408			0	0	67,717	119,015
COMMUNICATION & TRANSPORTATION	220,802	0			0		220,802	209,278
INSURANCE	101,087						101,087	91,847
UTILITY SERVICES	449,636						449,636	433,908
REPAIRS & MAINTENANCE	409,588				0		409,588	311,291
LEASING & MISCELLANEOUS SERVICES	127,695	600			0		128,295	171,252
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	492,442	5,006			0	500	497,948	289,114
LIBRARY MATERIALS	1,372,768	4,799			0	0	1,377,567	1,220,280
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			722,140				722,140	554,818
PRINCIPAL RETIREMENT--BONDS			125,000				125,000	490,000
INTEREST CHARGES--BONDS			187,178				187,178	208,171
TOTAL EXPENDITURES	8,517,743	19,506	1,034,318	0	0	500	9,572,067	9,088,156
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,817,795)	(5,182)	(371,736)	0	0	53	(2,194,660)	(2,777,370)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0	0
OPERATING TRANSFERS IN	0		0	0	0	0	0	0
OPERATING TRANSFERS OUT	0		0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,817,795)	(5,182)	(371,736)	0	0	53	(2,194,660)	(2,777,370)
FUND BALANCES-JANUARY 1,	1,028,913	13,806	607,124	35,190	0	18,879	1,703,912	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0	0			0	0	0	0
FUND BALANCES-October 31 '92	(788,882)	8,624	235,388	35,190	0	18,931	(490,748)	(544,884)

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED October 31, 1992

GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	1,071,665.03		0.00		1,071,665.03				(76,559.03)	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	4,147,312.14		0.00		4,147,312.14				3,959,305.86	
5103	INTANGIBLES TAX	93,259	93,259		93259	44,869.98		0.00		44,869.98				48,389.02	
5104	COUNTY INCOME TAX	709,215	709,215		709215	613,158.05		0.00		613,158.05				96,056.95	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	5,877,005.20		0.00	0.00	5,877,005.20				4,027,192.80	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	139,501.57				139,501.57				10,498.43	
5202	EXTENDED USE FEES	180,000	180,000		180000	182,113.96		0.00	0.00	182,113.96				(2,113.96)	
5203	FAX FEES	2,000	2,000		2000	1,389.33				1,389.33				610.67	
	TOTAL USER FEES	332,000	332,000	0.00	332000	323,004.86	0.00	0.00	0.00	323,004.86				8,995.14	
5301	FEDERAL OPERATING GRANTS	0	0		0	74,821.00				74,821.00				(74,821.00)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	63,873.19				63,873.19				(15,693.19)	
5303	CITY OPERATING GRANTS	0	0		0	150,887.62		59,282.43	0.00	91,605.19				(91,605.19)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	291,248.47		59,282.43	0.00	231,966.04				(183,786.04)	
5401	PARKING REVENUES-237 W WAYNE	0	0		0	48,706.38				48,706.38				(49,706.38)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	51,463.91				51,463.91				(51,463.91)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	2,892.76				2,892.76				(2,892.76)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	1,200.00		8,500.00	8,500.00	1,200.00				100,800.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	104,263.05		8,500.00	8,500.00	104,263.05				(2,263.05)	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	GIFTS, DONATIONS, GRANTS	0	0		0	30,037.23				30,037.23				(30,037.23)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	76,028.06			0.00	76,028.06				(36,028.06)	
5701	ACPL PUBLICATIONS	100	100		100	122.35			0.00	122.35				(22.35)	
5702	RESEARCH SERVICES	14,000	14,000		14000	9,582.57				9,582.57				4,417.43	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	13,795.75		0.00	0.00	13,795.75				(3,795.75)	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	3,001.50				3,001.50				998.50	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	9,585.88				9,585.88				(9,585.88)	
5706	OTHER REVENUES	0	0		0	21,555.80				21,555.80				(21,555.80)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	57,643.85		0.00	0.00	57,643.85				(29,543.85)	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	6,759,230.72	0.00	67,782.43	8,500.00	6,699,948.29				3,754,529.71	

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SLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,000,000		4000000	2,769,237.63	30.79%	174,000.37	145,687.50	2,739,924.96	31.50%		2,739,924.96	1,260,075.04	31.50%
1102	SALARIED OVERTIME	0	0		0	6,746.20	ERR			6,746.20	ERR		6,746.20	(6,746.20)	ERR
1103	SALARIED VACATION	0	0		0	227,376.62	ERR			227,376.62	ERR		227,376.62	(227,376.62)	ERR
1104	SALARIED SICK PAY	0	0		0	74,784.53	ERR			74,784.53	ERR		74,784.53	(74,784.53)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	12,241.98	ERR			12,241.98	ERR		12,241.98	(12,241.98)	ERR
1106	SALARIED HOLIDAY	0	0		0	88,250.58	ERR			88,250.58	ERR		88,250.58	(88,250.58)	ERR
1107	SALARIED JURY DUTY	0	0		0	462.87	ERR			462.87	ERR		462.87	(462.87)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	5,652.75	ERR			5,652.75	ERR		5,652.75	(5,652.75)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	43,445.72	ERR			43,445.72	ERR		43,445.72	(43,445.72)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	15,688.60	ERR			15,688.60	ERR		15,688.60	(15,688.60)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,000,000	0.00	4000000	3,242,887.68	18.93%	174,000.37	145,687.50	3,214,574.81	19.64%	0.00	3,214,574.81	785,425.19	19.64%
1201	HOURLY TIME WORKED	1,040,000	1,150,000		1150000	849,617.38	26.12%	48,905.56	46,038.94	846,750.76	26.37%		846,750.76	303,249.24	26.37%
1202	HOURLY OVERTIME	0	0		0	4,253.91	ERR			4,253.91	ERR		4,253.91	(4,253.91)	ERR
1203	HOURLY VACATION	0	0		0	38,274.65	ERR			38,274.65	ERR		38,274.65	(38,274.65)	ERR
1204	HOURLY SICK PAY	0	0		0	2,859.35	ERR			2,859.35	ERR		2,859.35	(2,859.35)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,506.63				3,506.63			3,506.63	(3,506.63)	ERR
1206	HOURLY HOLIDAY	0	0		0	23,650.98	ERR			23,650.98	ERR		23,650.98	(23,650.98)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,464.53	ERR			1,464.53	ERR		1,464.53	(1,464.53)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	6,216.00	ERR			6,216.00	ERR		6,216.00	(6,216.00)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,150,000	0.00	1150000	929,843.43	19.14%	48,905.56	46,038.94	926,976.81	19.39%	0.00	926,976.81	223,023.19	19.39%
1301	SUMMER EMPLOYEES- TIME WORKED	0	70,000		70000	67,435.74	3.66%			67,435.74	3.66%		67,435.74	2,564.26	3.66%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	24.75				24.75			24.75	(24.75)	
1401	SHORT-TERM STAFF TIME WORKED	10,000	37,000		37000	26,594.23	28.12%			26,594.23	28.12%		26,594.23	10,405.77	28.12%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	107,000	0.00	107000	94,054.72	12.10%	0.00	0.00	94,054.72	12.10%	0.00	94,054.72	12,945.28	12.10%
	TOTAL COMPENSATION	5,150,000	5,257,000	0.00	5257000	4,266,785.83	18.84%	222,905.93	191,726.44	4,235,606.34	19.43%	0.00	4,235,606.34	1,021,393.66	19.43%
1501	EMPLOYER FICA	391,000	400,000		400000	320,923.54	19.77%	17,052.30	14,667.07	318,538.31	20.37%		318,538.31	81,461.69	20.37%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	10,000		10000	7,719.19	22.81%			7,719.19	22.81%		7,719.19	2,280.81	22.81%
1503	EMPLOYER PERF	345,000	225,000		225000	203,823.22	9.41%	42,399.15	23,832.29	185,256.36	17.66%		185,256.36	39,743.64	17.66%
1504	GROUP INSURANCE	360,000	335,000		335000	269,075.79	19.68%	0.00		269,075.79	19.68%		269,075.79	65,924.21	19.68%
1505	DEDUCTIBLE REIMBURSEMENT	0	24,000		24000	5,624.01	76.57%			5,624.01	76.57%		5,624.01	18,375.99	76.57%
	TOTAL EMPLOYEE BENEFITS	1,101,000	994,000	0.00	994000	807,165.75	18.80%	59,451.45	38,499.36	786,213.66	20.90%	0.00	786,213.66	207,786.34	20.90%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	5,073,951.58	18.83%	282,357.38	230,225.80	5,021,820.00	19.66%	0.00	5,021,820.00	1,229,180.00	19.66%

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GLAN	CATEGORY	1992 APPROPRIATION SPTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL @ 10/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	32,413.71	7.39%	2,015.98	0.00	30,397.73	13.15%	2,750.72	33,148.45	4,983.51	14.24%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	32,413.71	7.39%	2,015.98	0.00	30,397.73	13.15%	2,750.72	33,148.45	4,983.51	14.24%
2201	CLEANING SUPPLIES	25,000	30,000	0.00	30000	24,359.04	18.80%	0.00	0.00	24,359.04	18.80%	1,463.33	25,822.37	4,177.63	13.93%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	6,762.96	9.83%	666.73	0.00	6,096.23	18.72%	0.00	6,096.23	1,403.77	18.72%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	34,000	398.94	34398.94	35,171.95	-3.45%	11,867.66	0.00	23,304.29	31.46%	1,437.70	24,741.99	9,656.95	28.40%
2205	LIBRARY MATERIALS SUPPLIES	42,000	34,000	5,963.59	39963.59	28,744.81	15.46%	1,092.71	0.00	27,652.10	18.67%	3,130.21	30,782.31	9,181.28	27.00%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,718.92	25.62%	6.43	0.00	3,712.49	25.75%	0.00	3,712.49	1,287.51	25.75%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	20,000	0.00	20000	17,626.54	11.87%	39.64	0.00	17,586.90	12.07%	24.75	17,611.65	2,388.35	11.94%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	19,226.80	28.79%	222.70	0.00	19,004.10	29.61%	706.24	19,710.34	7,289.66	27.00%
2211	OTHER OPERATING SUPP N.E.C.	73,000	110,546	2,431.21	112977.2	75,890.54	31.35%	7,474.87	0.00	68,415.67	38.11%	10,346.54	78,762.21	34,215.00	30.95%
	TOTAL OPERATING SUPPLIES	227,000	270,546	8,793.74	279339.7	211,501.56	21.82%	21,370.74	0.00	190,130.82	29.72%	17,108.77	207,239.59	72,100.15	26.65%
2301	MAINTENANCE SUPPLIES	21,000	45,000	134.39	45134.39	32,855.27	26.99%	92.27	0.00	32,763.00	27.19%	3,220.94	35,983.94	9,150.45	20.33%
2302	REPAIR PARTS	6,000	9,000	128.00	9128	6,305.53	29.94%	0.00	0.00	6,305.53	29.94%	184.04	6,489.57	2,638.43	29.32%
	TOTAL MAINTENANCE SUPPLIES	27,000	54,000	262.39	54262.39	39,160.80	27.48%	92.27	0.00	39,068.53	27.65%	3,404.98	42,473.51	11,788.88	21.83%
	TOTAL SUPPLIES	289,000	359,546	12,188.09	371734.0	283,076.07	21.27%	23,478.99	0.00	259,597.08	27.00%	23,264.47	282,861.55	88,872.54	24.72%

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GL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	10,000	2,150.00	12150	8,397.50	16.03%	0.00	0.00	8,397.50	16.03%	1,200.00	9,597.50	2,552.50	23.53%
3102	ENGINEERING & ARCHITECTURAL	2,000	36,000		38000	28,618.22	4.61%	0.00	0.00	28,618.22	4.61%	0.00	28,618.22	1,381.78	4.61%
3103	LEGAL SERVICES	4,000	2,000		2000	1,385.00	30.75%	315.00	0.00	1,070.00	46.50%	0.00	1,070.00	930.00	46.50%
3104	PROGRAM PRESENTERS	4,000	6,000	0.00	6000	4,208.00	29.87%	0.00	0.00	4,208.00	29.87%	220.00	4,428.00	1,572.00	26.20%
3105	TEMPORARY HELP SERVICES	20,000	20,000		20000	12,589.63	37.45%	340.00	0.00	12,169.63	39.15%	0.00	12,169.63	7,830.37	39.15%
3106	OTHER PROFESSIONAL SERVICES	21,000	16,000	650.00	16650	7,919.67	50.50%	74.50	0.00	7,845.17	56.97%	691.10	8,536.27	8,113.73	50.71%
	TOTAL PROFESSIONAL SERVICES	59,000	84,000	2,800.00	86800	63,038.02	24.95%	729.50	0.00	62,308.52	25.82%	2,111.10	64,419.62	22,380.38	26.64%
3201	TELEPHONE SERVICE	110,000	110,000		110000	90,369.44	17.85%	3,819.80	0.00	86,549.64	21.32%	0.00	86,549.64	23,450.36	21.32%
3202	POSTAGE & SHIPPING	105,000	105,000	0.00	105000	90,622.75	13.69%	729.62	0.00	89,893.13	14.39%	0.00	89,893.13	15,106.87	14.39%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	4,000	8,000		8000	6,880.85	13.99%	53.90	0.00	6,826.95	14.66%	0.00	6,826.95	1,173.05	14.66%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	47,000	45,000	0.00	45000	35,105.56	21.99%	40.00	2.80	35,068.36	22.07%	0.00	35,068.36	9,931.64	22.07%
	COMMUNICATION & TRANSPORTATION	266,000	268,000	0.00	268000	222,978.60	16.80%	4,643.32	2.80	218,338.08	18.53%	0.00	218,338.08	49,661.92	18.53%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	247.49	75.25%	19.14	0.00	228.35	77.17%	0.00	228.35	771.65	77.17%
3302	OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	2,235.75	44.11%	0.00	0.00	2,235.75	44.11%	0.00	2,235.75	1,764.25	44.11%
	TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	2,483.24	50.34%	19.14	0.00	2,464.10	50.72%	0.00	2,464.10	2,535.90	50.72%
3401	INSURANCE	115,000	105,000		105000	101,087.00	3.73%	0.00	0.00	101,087.00	3.73%	0.00	101,087.00	3,913.00	3.73%
	TOTAL INSURANCE	115,000	105,000	0.00	105000	101,087.00	3.73%	0.00	0.00	101,087.00	3.73%	0.00	101,087.00	3,913.00	3.73%
3501	NATURAL GAS	165,000	160,000		160000	120,507.72	24.68%	2,901.31	0.00	117,606.41	26.50%	0.00	117,606.41	42,393.59	26.50%
3502	ELECTRICITY	450,000	410,000		410000	311,810.20	23.95%	4,209.85	0.00	307,600.35	24.98%	0.00	307,600.35	102,399.65	24.98%
3503	WATER & SEWER	14,000	19,000		19000	15,689.09	17.43%	1,180.93	0.00	14,508.16	23.64%	0.00	14,508.16	4,491.84	23.64%
3504	TRASH DISPOSAL	11,000	13,000	25.00	13025	9,920.80	23.69%	0.00	0.00	9,920.80	23.69%	3,191.00	13,111.80	(86.80)	-0.67%
	TOTAL UTILITY SERVICES	640,000	602,000	25.00	602025	457,927.81	23.93%	8,292.09	0.00	449,635.72	25.31%	3,191.00	452,826.72	149,198.28	24.78%
3601	BUILDING REPAIR & MAINTENANCE	60,000	115,000	5,003.37	120003.3	83,553.49	27.34%	810.98	0.00	82,742.51	28.05%	33,829.36	116,571.87	3,431.52	2.92%
3602	HVAC SERVICE	25,000	40,000	4,397.00	44397	33,169.86	17.08%	731.00	0.00	32,438.86	18.98%	7,914.40	40,353.26	4,043.74	10.11%
3603	LANDSCAPING SERVICES	22,000	27,000	0.00	27000	23,189.20	14.11%	87.00	0.00	23,102.20	14.44%	1,729.00	24,831.20	2,168.80	8.03%
3604	COMPUTER MAINTENANCE	155,000	170,000	140.50	170140.5	158,625.63	6.69%	0.00	0.00	158,625.63	6.69%	1,270.00	159,895.63	10,244.87	6.03%
3605	COPIER SERVICE	42,000	40,000	3,319.34	43319.34	30,052.48	24.87%	583.82	0.00	29,466.66	26.33%	13,984.47	43,453.13	(133.79)	-0.33%
3606	VEHICLE SERVICE	22,000	12,000	389.87	12389.87	8,263.71	31.14%	2,449.03	0.00	5,814.68	51.54%	0.00	5,814.68	6,575.19	54.79%
3607	OTHER EQUIPMENT SERVICE	80,000	106,000	969.14	100969.1	80,570.49	19.03%	3,575.20	0.00	77,395.29	22.66%	9,147.21	86,542.50	14,426.64	14.42%
	TOTAL REPAIRS & MAINTENANCE	404,000	504,000	14,219.24	518219.2	417,824.86	17.10%	8,237.03	0.00	409,587.83	18.73%	67,874.44	477,462.27	40,756.93	8.03%
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	43,807.16	20.35%	1,854.59	0.00	41,952.57	23.72%	8,672.52	50,625.09	4,374.91	7.95%
	LEASING & RENTALS	55,000	55,000	0.00	55000	43,807.16	20.35%	1,854.59	0.00	41,952.57	23.72%	8,672.52	50,625.09	4,374.91	7.95%

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ELAM	CATEGORY	1992 APPROPRIATION SRTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3301	DUES & MEMBERSHIPS	11,000	11,000		11000	10,945.80	0.49%	0.00	0.00	10,945.80	0.49%	0.00	10,945.80	54.20	0.49%
3302	INTEREST ON TEMPORARY LOANS	22,000	99,000		99000	0.00	100.00%	0.00	0.00	0.00	100.00%	98,431.67	98,431.67	568.33	0.57%
3303	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3304	TRANSFER TO LIFE FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3305	MATERIALS CONSERVATION SERVICES	50,000	1,000	491.77	1491.77	1,243.80	-24.38%	1,243.80	0.00	0.00	100.00%	0.00	0.00	1,491.77	149.16%
3306	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	83,463.84	12.14%	8,673.13	0.00	74,790.71	21.27%	1,646.34	76,637.05	18,514.19	19.47%
	TOTAL MISCELLANEOUS SERVICES	177,000	207,000	643.01	207643.0	95,659.44	53.79%	9,916.93	0.00	85,742.51	58.58%	100,278.01	186,020.52	21,622.49	10.45%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,830,000	17,687.25	1847687.	1,404,806.13	23.23%	33,692.60	2.00	1,371,116.33	25.00%	182,127.07	1,553,243.40	294,443.85	16.09%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	135,000	71,328.35	206328.3	139,923.62	-3.65%	6,160.76	0.00	133,762.86	0.92%	58,980.79	192,743.65	13,584.70	10.06%
4403	COMPUTER EQUIPMENT	275,000	340,000	7,514.00	347514	236,431.12	30.46%	1,220.00	0.00	235,211.12	30.82%	85,469.02	320,680.14	26,833.86	7.89%
4405	TELEVISION EQUIPMENT	10,000	182,204	783.37	182987.3	123,467.53	32.24%	0.00	0.00	123,467.53	32.24%	51,877.91	175,345.44	7,561.93	4.15%
4407	VEHICLES	20,000	30,000	0.00	30000	749.85	97.50%	749.85	0.00	0.00	100.00%	0.00	0.00	30,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	687,204	79,545.72	766749.7	500,572.12	27.16%	8,130.61	0.00	492,441.51	28.34%	196,327.72	688,769.23	77,980.49	11.35%
4510	BOOKS	1,650,000	1,451,000	110,286.77	1561286.	1,062,041.80	26.81%	19,987.99	0.00	1,042,133.81	28.18%	311,276.01	1,353,409.82	207,876.95	14.33%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	143,915.70	58.88%	693.47	0.00	143,222.23	59.08%	9,161.51	152,383.74	201,481.51	57.57%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	145,223.11	24.75%	5,776.36	0.00	139,446.75	27.75%	36,171.74	175,618.49	33,755.67	17.49%
4540	ONLINE MATERIALS	52,000	64,000	33.14	64033.14	52,955.68	17.26%	4,990.55	0.00	47,965.13	25.05%	1,176.42	49,141.55	14,891.59	23.27%
	TOTAL LIBRARY MATERIALS	2,245,000	2,058,000	130,559.32	2188559	1,404,136.29	31.77%	31,368.37	0.00	1,372,767.92	33.30%	357,785.68	1,730,553.60	456,005.72	22.25%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,745,204	210,105.04	2955309.	1,904,708.41	30.62%	39,498.98	0.00	1,865,209.43	32.06%	554,113.40	2,419,322.83	535,986.21	19.52%
	TOTAL EXPENDITURES	10,976,000	11,185,750	239,988.38	11425730	8,666,542.19	22.52%	379,827.95	230,228.60	8,517,742.84	23.85%	759,584.94	9,277,247.78	2,148,482.60	19.21%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(731,272)	(239,988.38)	(971,252)	(1,987,311.47)		(211,245.52)	(221,728.60)	(1,817,794.55)		(759,584.94)	(9,277,247.78)	1,626,047.11	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 24, 1992)
)
RESOLUTION APPROVING A PAY) 1992-28
STRUCTURE FOR 1993)

RESOLVED, By the Board of Library Trustees, Allen County Public Library Allen County, Indiana, that the following pay structure for the Allen County Public Library be, and is hereby approved to become effective January 1, 1993:

ALLEN COUNTY PUBLIC LIBRARY

1993 NON-MANAGEMENT PAY STRUCTURE

GRADE 1	10,620	16,320
GRADE 2	11,680	17,340
	12,650 *	17,340 *
GRADE 3	13,250	19,690
GRADE 4	14,360	22,650
	18,220 *	26,830 *
GRADE 5	16,550	24,690
	24,970 *	34,680 *
GRADE 6	17,760	26,830
GRADE 7	24,970	34,680
GRADE 8	33,300	45,190

* Special range based on labor market rates rather than job evaluation results for certain positions as specified in job classification.

Resolution No. 1992-28

1993 SUPERVISORY AND MANAGEMENT PAY STRUCTURE

	MINIMUM	MAXIMUM
GRADE M1	14,070	21,020
GRADE M2	15,380	23,160
GRADE M3	16,560	24,790
GRADE M4	21,090	34,000
GRADE M5	26,650	36,830
GRADE M6	32,130	45,470
GRADE M7	37,710	51,870
GRADE M8	42,840	63,000

Adopted this 24th day of November, 1992.

President

Secretary

RESOLUTION

NO. 1992-29

A RESOLUTION authorizing Allen County Public Library, Allen County, Indiana to borrow upon and make temporary loans to meet current running expenses for the use of the Issuer's Operating Fund, in anticipation of and not in excess of current uncollected and anticipated taxes levied in the year 1992, and collectable in the year 1993; authorizing the issuance of temporary loan tax anticipation warrants to evidence such loans and the sale of such warrants to the Indiana Bond Bank; and appropriating and pledging the taxes to be received in the Operating Fund to the punctual payment of such warrants including the interest thereon.

WHEREAS, the Director (the "Director") of Allen County Public Library, Allen County, Indiana (the "Issuer") has represented to the Board of Library Trustees (the "Board") of the Issuer and the Board now finds that there will be an insufficient amount of moneys in the Operating Fund of the Issuer (the "Fund") to meet the current running expenses of the Issuer payable from the Fund during the fiscal year ending December 31, 1993, and prior to the respective June and December settlement and distribution of taxes levied for the Fund; and

WHEREAS, the Board now finds that an emergency exists for the borrowing of money to pay current running expenses and that temporary loans for the Fund for such purposes should be borrowed upon and made and that temporary loan tax anticipation warrants evidencing such loans should be issued and sold, subject to the terms and conditions set forth herein and in accordance with the provisions of Indiana law; and

WHEREAS, the Board hereby determines to participate in the 1993 Composite Advance Funding Program (the "Program") established by the Indiana Bond Bank (the "Bond Bank") whereby the Bond Bank will purchase the temporary loan tax anticipation warrants of the Issuer; and

WHEREAS, in order to participate in the Program, the Board may be required to issue and sell its temporary loan tax anticipation warrants to the Bond Bank prior to the final certification of the annual budget levy and tax rates for the Fund for fiscal year 1993 by the Indiana State Board of Tax Commissioners; and

WHEREAS, the levy proposed for collection for the Fund in 1993 is estimated to produce in the aggregate, with respect to such Fund, an amount equal to or in excess of the principal and interest cost of making temporary loans for the Fund; and

WHEREAS, a necessity exists to borrow upon and make temporary loans evidenced by temporary loan tax anticipation warrants for the Fund in anticipation of the receipt of current revenues for the Fund actually levied for the year 1992 and in the course of collection in 1993 and the Board hereby authorizes the making of temporary loans to procure the amounts necessary, in combination with other available amounts, to meet such current running expenses for such Fund and to pay necessary costs incurred in connection with the issuance and sale of temporary loan tax anticipation warrants to evidence such temporary loans; and

WHEREAS, the Issuer has not previously issued temporary loan tax anticipation warrants payable from 1993 tax revenues with respect to the Fund; and

WHEREAS, the Board seeks to authorize the issuance of such temporary loan tax anticipation warrants with respect to the Fund and the sale of such warrants to the Bond Bank pursuant to the provisions of Indiana Code 5-1.5, subject to and dependent upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA:

Section 1. It is hereby found and declared that an emergency exists for the borrowing of money and therefore the Issuer is hereby authorized to make temporary loans to meet current running expenses pursuant to the provisions of Indiana Code 20-14-3 for the use and benefit of the Fund of the Issuer in anticipation of estimated current tax revenues actually levied for the year 1992 and in the course of collection for such Fund in 1993, which loans shall be evidenced by temporary loan tax anticipation warrants of the Issuer (the "Warrants"). A separate Warrant or Warrants shall be issued for each maturity date and all Warrants shall be dated as of the date of delivery thereof to the Bond Bank. The Issuer is authorized to issue a Warrant maturing and payable on June 30, 1993, in a principal amount not to exceed $3,404,780 and a Warrant maturing and payable on December 31, 1993, in a principal amount not to exceed $3,404,780.

The Warrants shall bear interest prior to maturity at a rate or rates per annum not to exceed a maximum of six and one-half percent (6.50%). The exact rate or rates are to be determined under the terms of a warrant purchase agreement between the Bond Bank and the Issuer to be entered into prior to the sale of the Warrants to the Bond Bank (the "Warrant Purchase Agreement"), in accordance with the provisions of Indiana Code 5-1.5. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

The Issuer is authorized to make payments of principal and interest on the Warrants by paying the amount due from funds that are available for immediate transfer or investment on or

before 12:00 noon (Indianapolis time) on the due date to INB National Bank, Indianapolis, Indiana, the Bond Bank's Trustee under the Note Indenture dated as of January 1, 1993 (the "Trustee"). The Warrants may not be prepaid prior to the due date. In the event that the principal of and interest on the Warrants are not paid in full on the due date, the total amount due and owing on such due date (the unpaid principal and accrued interest thereon to such due date) shall thereafter bear interest at the per annum rate equal to the "Reinvestment Rate" (as defined in the Warrant Purchase Agreement) until paid. In addition, the Issuer shall be responsible for payment to the Bond Bank of its allocable portion of all fees and expenses attributable to a request for payment under the Credit Facility Agreement (as defined in the Warrant Purchase Agreement) resulting from a failure by the Issuer to pay in full the principal of and interest on the Warrants on the due date.

Section 2. The officers of the Issuer are authorized to deliver a principal amount of the Warrants up to or less than the maximum amount established for each maturity date in Section 1 hereof in order to comply with all applicable laws and any requirements of the Bond Bank. The Warrants will be delivered on or about January 20, 1993, or otherwise as appropriate and in accordance with the terms of the Warrant Purchase Agreement. In the event that the Issuer anticipates incurring cash flow deficits prior to the issuance and sale of the Warrants to the Bond Bank, the Issuer is hereby authorized to issue and sell temporary interim warrants to the Bond Bank on substantially the same terms as the issuance and sale of the Warrants to the Bond Bank, and in such event, all or a portion of the proceeds of the Warrants may be used to repay the temporary interim warrants.

Section 3. There is hereby appropriated and pledged to the payment of the Warrants issued with respect to the Fund, including interest and all necessary costs incurred in connection with the issuance and sale of the Warrants, a sufficient amount of the taxes, levied for 1992, and payable in 1993, for such Fund and in anticipation of which the Warrants are issued, for the punctual payment of the principal of and interest on the Warrants evidencing such temporary loans, together with such issuance costs. The total amount of Warrants issued shall not exceed the uncollected and anticipated taxes for 1993.

Section 4. The Warrants issued hereunder with respect to the Fund shall be executed in the name of the Issuer by the manual or facsimile signature of the President of the Board (the "President"), and the corporate seal of the Issuer affixed thereto and attested by the manual or facsimile signature of the Secretary of the Board (the "Secretary"), or such other officers of the Issuer as may be permitted by law, provided at least one of such signatures is manually affixed. All Warrants shall be payable in lawful money of the United States of America at the principal corporate trust office of the Trustee. Further, the Warrants shall

not be delivered and no payment shall be made therefor prior to January 1, 1993.

Section 5. The Warrants shall be issued in substantially the following form (all blanks, including the appropriate amounts, dates and other information to be properly completed prior to the execution and delivery thereof):

[Form of Warrant]

UNITED STATES OF AMERICA

STATE OF INDIANA COUNTY OF ALLEN

Due Date: [June 30, 1993, or December 31, 1993] $_____

ALLEN COUNTY PUBLIC LIBRARY
ALLEN COUNTY, INDIANA
TEMPORARY LOAN TAX ANTICIPATION WARRANT
(OPERATING FUND)

FOR VALUE RECEIVED, on or before [June 30, 1993, or December 31, 1993] (the "Due Date"), Allen County Public Library of Allen County, Indiana (the "Issuer"), shall pay to the Indiana Bond Bank (the "Bond Bank") the amount of $_____ pursuant to a certain Warrant Purchase Agreement between the Bond Bank and the Issuer, dated as of _____, 1992 (the "Agreement").

In addition, the Issuer on the Due Date hereof shall pay to the Bond Bank interest at the rate of _____% per annum, with such interest to be on the basis of a 360-day year comprised of twelve 30-day months. Under the Note Indenture dated as of January 1, 1993, INB National Bank, Indianapolis, Indiana, is serving as the Bond Bank's Trustee (the "Trustee"). In the event that the principal of and interest on this Warrant are not paid in full to the Bond Bank at the principal corporate trust office of the Trustee in immediately available funds on or before 12:00 noon (Indianapolis time) on the Due Date, the total amount due and owing on the Due Date (the unpaid principal and accrued interest to the Due Date) shall thereafter bear interest at the per annum rate equal to the Reinvestment Rate (as defined in the Agreement) until paid. In addition, the Issuer shall pay to the Bond Bank its allocable portion of all fees and expenses attributable to a request for payment under the Credit Facility Agreement (as defined in the Agreement) resulting from a failure by the Issuer to pay in full the principal of and interest on this Warrant on the Due Date.

All payments of principal and interest to be made by the Issuer to the Bond Bank shall be made by paying the amount due in funds that are available for immediate transfer or investment on or before 12:00 noon (Indianapolis time) on the payment date to the Trustee in Indianapolis, Indiana. This Warrant may not be prepaid prior to the Due Date.

This Warrant evidences a temporary loan to provide funds to meet current expenses of the Operating Fund (the "Fund") and has been authorized by a resolution passed and adopted by the Board of Library Trustees of Allen County Public Library, Allen County, Indiana, on _____, 1992, in accordance with Indiana Code, Title 20, Article 14, Chapter 3, and all other acts amendatory thereof or supplemental thereto.

This Warrant is issued in anticipation of the tax levy which has been made for the Fund in the year 1992, which tax levy is now in course of collection. There has been irrevocably appropriated and pledged to the payment in full of the principal of and interest on this Warrant a sufficient amount of the revenues to be derived from the Fund tax levy.

It is further hereby certified, recited, and declared that all acts, conditions, and things required by law precedent to the issuance and execution of this Warrant have been properly done, have happened, and have been performed in the manner required by the constitution and statutes of the State of Indiana relating thereto; that the Fund tax levy from which (together with other amounts in the Fund) this Warrant is payable is a valid and legal levy; and that the Issuer will reserve a sufficient amount of the proceeds of the Fund tax levy currently in the course of collection for the timely payment of the principal of and interest on this Warrant in accordance with its terms.

IN WITNESS WHEREOF, Allen County Public Library, Allen County, Indiana, has caused this Warrant to be executed in its corporate name by the President or Vice President of its Board of Library Trustees, and its corporate seal to be hereunto affixed and attested by the Secretary of its Board of Library Trustees, all as of the _____ day of January, 1993.

ALLEN COUNTY PUBLIC LIBRARY
ALLEN COUNTY, INDIANA

By: _____

Title: President, Board of Library Trustees

[SEAL]

ATTEST:

_____

Title: Secretary, Board of Library Trustees

(End of Form of Warrant)

Section 6. The Treasurer of the Board (the "Treasurer") is hereby authorized and directed to have the Warrant prepared, and the President or Vice President and the Secretary, or such other officers as may be permitted by law, are hereby authorized and directed to execute the Warrant in the manner and substantially the form provided in this Resolution.

Section 7. The Treasurer, on behalf of the Issuer, is authorized to sell to the Bond Bank the Warrant. The Warrant Purchase Agreement shall set forth the definitive terms and conditions for such sale. Warrants sold to the Bond Bank shall be accompanied by all documentation required by the Bond Bank pursuant to the provisions of Indiana Code 5-1.5 and the Warrant Purchase Agreement, including without limitation, an approving opinion of Baker & Daniels, specially designated bond counsel for the Warrants; certification and guarantee of signatures; and certification as to no litigation pending as of the date of delivery of the Warrants to the Bond Bank challenging the validity or issuance of the Warrants. The entry by the Issuer into the Warrant Purchase Agreement and the execution of the Warrant Purchase Agreement, on behalf of the Issuer by the President or Vice President and the Secretary, or such other officers as may be permitted by law, in accordance with this Resolution, are hereby authorized and approved.

Section 8. The proper officers of the Issuer are hereby authorized to deliver the Warrant to the Bond Bank upon payment from the Bond Bank pursuant to the terms of the Warrant Purchase Agreement.

Section 9. The Treasurer and other appropriate officers of the Issuer are hereby authorized and directed to make such filings and requests, deliver such certifications, execute and deliver such documents and instruments, and otherwise take such actions as are necessary or appropriate to carry out the terms and conditions of this Resolution and the actions authorized hereby and thereby.

Section 10. The Issuer hereby covenants that the Issuer and its officers shall not take any action or fail to take any action with respect to the proceeds of any of the Warrants or any investment earnings thereon which would result in constituting any of the Warrants as "arbitrage bonds" under the Internal Revenue Code of 1986, as amended, and any and all final or proposed regulations or rulings applicable thereto, or which would otherwise cause the interest on any of the Warrants to cease to be excludable from gross income for purposes of federal income taxation; and the Treasurer and all other appropriate officers are hereby authorized and directed to take any and all actions and to make and deliver any and all reports, filings, and certifications as may be necessary or appropriate to evidence, establish, or ensure such continuing exclusion of the interest on the Warrants.

Section 11. This Resolution shall be in full force and effect from and after the time it has been adopted by the Board.

Section 12. All resolutions and ordinances in conflict herewith are, to extent of such conflict, hereby repealed.

Adopted and approved by the Board of Library Trustees of Allen County Public Library, Allen County, Indiana, this 24th day of November, 1992.

ALLEN COUNTY PUBLIC LIBRARY

C. Philip Anderson
President, Board of Library Trustees

Charles E. Allen
Vice President, Board of Library Trustees

Mary M. Doellinger
Secretary, Board of Library Trustees

Patricia E. Riley
Member, Board of Library Trustees

Dean McNeman
Member, Board of Library Trustees

Gordon Larmee
Member, Board of Library Trustees

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 22, 1992	)	
	)	
RESOLUTION TO ESTABLISH A POLICY	)	No. 1992-30
REGARDING THE INDIANA PUBLIC	)	
LIBRARY ACCESS CARD (PLAC)	)	

WHEREAS, the Indiana General Assembly has established a Public Library Access Card (PLAC) program, which requires all public libraries in the State of Indiana to make PLACs available to taxpayers in their respective service areas, and to extend borrowing privileges to individuals from outside their respective service areas upon presentation of a valid, current PLAC, and

WHEREAS, under law, public libraries may establish the materials to be loaned under the PLAC program, and may pass the cost of the PLAC on to any borrower who requests a PLAC, it is, therefore,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following policy regarding the Indiana Public Library Access Card be, and is hereby established:

> Materials in the Allen County Public Library collection to be loaned under the PLAC program shall be limited to the following: books, periodicals, vertical file items, sound recordings. The cost of the PLAC shall be paid by the individual borrower who requests it.

Adopted this 24th day of November, 1992.

C. Shirley Andrazejewski
President

Mary Boerger
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 24, 1992)
)
RESOLUTION TO AMEND THE ALLEN) 1992-31
COUNTY PUBLIC LIBRARY'S)
CIRCULATION POLICY)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Policy on Circulation is hereby amended to read as follows:

It is the policy of the Allen County Public Library to promote the free and convenient use of library books and materials and to assure that materials will be available for public use.

1. Use on Library Premises

   The library provides free use of all books, materials, facilities and professional services inside library buildings.

2. Borrowing of Materials

   The library provides for the borrowing of some books and other library materials for use outside the library buildings. Decisions concerning what materials may be borrowed are made by library staff on the basis of research value, physical condition, monetary value, rarity , replaceability, and public need. It is unlawful in Indiana to fail to return library materials. (I.C. 35-43-4-3.5)

3. Eligible Borrowers

   An eligible borrower is any one of the following:

   A. Any person (defined as an individual or an organization) residing in or paying general property taxes in Allen County, Indiana. Only those persons who can provide a permanent street address are eligible. Post office boxes do not qualify as permanent street addresses. Students living in apartments, dormitories, or houses in Allen County are eligible borrowers.

   B. Any person who presents a valid Public Library Access Card. Such persons are eligible to borrow only those categories of

materials enumerated in the Policy on Public Library Access Card.

C. Any person who purchases a subscription borrower's card. Such persons are eligible for the full range of library services. The fee for a subscription borrower's card is established by the Board of Library Trustees and adjusted from time to time to reflect the cost of library services provided. The fee is based on the per capita revenue received by the library from all tax sources, multiplied by a factor that describes the average size of a household in the state of Indiana. All members of the immediate household of a subscription borrower's card holder may be issued borrower's cards without additional charge.

D. The library will lend certain high-cost items only to persons 18 years of age or older.

4. Registration of Borrowers

A. Each person who registers for a library borrower's card must furnish proof of identity and residence. The library may mail the borrower's card to the applicant's residence as a means of verifying the accuracy of the address provided on the application.

B. The library director shall establish rules concerning the expiration of borrower's cards issued to the various classes of borrowers described in Section 3 above.

C. Any person who does not reside in or pay general property taxes in Allen county, Indiana, may, by the payment of an annual fee, obtain a subscription borrower's card. (See Appendix A, schedule of Fines, Fees, and Charges.)

5. Loan Period

The library will lend books and other library materials for the following time periods, depending on type of material:

A. Entertainment video cassettes, 16mm films, and audiovisual equipment items: three days.

B. All other materials: two weeks.

C. The library may establish special loan periods for materials in high demand or in short supply in order to ensure adequate availability and selection for the largest possible number of patrons. Special loan periods may also be established to accommodate needs of users, e.g., teachers, nursing centers, day care centers.

6. Renewal

The library will renew the loan of any item for the same period as the original loan, provided that there is no request for the item by another borrower currently on file. The library director may authorize staff members to restrict renewals by a borrower if, in the director's opinion, the borrower is abusing the loan privilege by excessive renewal of material that tends to deny use of the material to other borrowers.

7. Number of Items Loaned

A borrower may borrow any number of books and other circulating items without limit, except in special circumstances:

A. A manager of a library agency may place a limit on the number of items which may be borrowed during periods of high demand, or in cases where the number of items in a certain category is insufficient to fully satisfy public demand.

B. A newly registered patron may borrow up to three items, except films and equipment, until a borrower's card is issued.

8. Borrower Responsibility

A. The person in whose name a library borrower's card is issued is responsible for all books and other items checked out on that card.

B. The borrower's own card must be presented each time material is checked out.

C. If a library borrower's card is lost or stolen, the person in whose name the card is issued is responsible for all items checked out on the card up to the time it is reported lost or stolen to the library.

9. Fines, Fees, Charges

A. Fines will be charged for books and other materials returned later than the due date. Rates of overdue fines will be established by the Board of Library Trustees and revised from time to time. (See Appendix A, Schedule of Fines, Fees, and Charges.)

B. A borrower must pay for lost, stolen, damaged, or destroyed books and other materials checked out on his or her card.

i. The list price at time of purchase will be charged, if known.

ii. For materials for which the list price at time of purchase is not known, an average replacement cost will be charged. This average replacement cost will be based on the most current average prices listed in the Bowker Annual of Library and Book Trade Information, latest edition, for the class of material in question.

iii. For lost, stolen, damaged, or destroyed equipment, the current list price of comparable new equipment will be charged.

iv. Nothing in the foregoing shall be construed in such a way as to limit the right of the library to establish a fair replacement cost for any lost, stolen, damaged, or destroyed property, and to recover the full value thereof from the borrower responsible for it.

C. If a borrower's card is lost or stolen, it will be replaced one time free of charge. Thereafter, a charge will be levied for the replacement of a lost or stolen card. (See appendix A, Schedule of Fines, Fees, and Charges.)

10. Suspension of Privileges

The library may suspend the borrowing privileges of any person who owes the library an accumulated total of fines, charges, or unreturned material in excess of limits established by the Board of Library Trustees and revised from time to time. (See Appendix B, Suspension of Privileges)

11. Confidentiality of Records

The library specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature. Such records may be disclosed only to the person positively identified as the patron to whom the materials have been loaned. No such records shall be made available to any governmental agency or any individual not specifically authorized by the director. (See Policy on Library Records)

Adopted this 24th day of November, 1992.

C. Shirley Andersen
President

Mary F. Bellersen
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 24, 1992)
)
RESOLUTION TO ESTABLISH A NEW) No. 1992-32a
SCHEDULE OF HOURS FOR ALLEN)
COUNTY PUBLIC LIBRARY BRANCHES)

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following new schedule of hours is hereby established;

BRANCH	PROPOSED HOURS
Aboite Branch	M-Th 10-9 F-Sa 10-6
Dupont Branch	M-Th 10-9 F-Sa 10-6
Georgetown Branch	M-Th 10-9 F-Sa 10-6
Harlan Branch	M,W 12-5, 6-9 Tu,Th,F 10-12,1-6 Sa 10-2
Hessen Cassel Branch	M,Tu,Th 10-9 W,F,Sa 10-6
Little Turtle Branch	M-W 10-9 Th-Sa 10-6
Monroeville Branch	M,W, 12-5,6-9 Tu,Th,F 10-12,1-6 Sa 10-2
New Haven Branch	M-W 10-9 Th-F 10-6 Sa 10-2
Pontiac Branch	M-F 10-6
Shawnee Branch	M-W 10-9 Th-Sa 10-6

Tecumseh Branch	M-W 10-9 Th-Sa 10-6
Waynedale Branch	M,Tu,Th 10-9 W,F,Sa 10-6
Woodburn Branch	M,W,F 10-12,1-6 Tu,Th 12-5,6-9 Sa 10-2

RESOLVED FURTHER, that the new schedule shall take effect as of January 1, 1993, except for Thursday evening hours at the Dupont and Aboite branches, which shall be implemented as soon after January 1 as additional staff can be recruited and trained, but not later than February 1, 1993

Adopted this 24th day of November, 1992.

President

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 24, 1992)
)
RESOLUTION DECLARING CERTAIN EQUIPMENT) No. 1992-~~33~~ 32b
SURPLUS AND AUTHORIZING SALE OF SAME)
)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the equipment specified on the following list, which is no longer needed by the Allen County Public Library, is hereby declared to be surplus, and are to be sold at public auction according to law.

Adopted this 24th day of November, 1992.

C. Shirley Ardinger
President

Mary Loeneweyer
Secretary

Earl made this change when Nancy Berning was here Feb. 1993

EQUIPMENT FOR DISPOSAL

RESOLUTION NO. 1992-33

ITEM	MAKE/ MODEL	SERIAL NO.	ACPL I.D.#	COMMENTS
ATARI	130XE		1333	Repair exceeds value
ATARI RECORDER	1050		130	Repair exceeds value
BERNOULLI TAPE BACK-UP	IOMEGA 110H 10MB	ATHL50077	6884	Repair exceeds value
BERNOULLI TAPE BACK-UP	IOMEGA/DUAL 20 MB	CDSC52733	036	Repair exceeds value
BILL CHANGERS			4071	Repair exceeds value
BILL CHANGERS			4069	Repair exceeds value
BINDER BINS	STEELCASE PBB3615			Doesn't fit our panels
CASSETTE TAPE PLAYER	EVERSOUNIC 1200		1599	Repair exceeds value
CD PLAYER	EMERSON CD165	72801393	4396	Laser head needs replaced
CHAIR	BLACK VINYL		3188	Repair exceeds value
CHAIR	BROWN UPHOLSTERY		110	Repair exceeds value
CHAIR	BROWN UPHOLSTERY		049	Repair exceeds value
CHAIR	ORANGE UPHOLSTERY		469	Repair exceeds value
CHAIR	ORANGE UPHOLSTERY		471	Repair exceeds value
COPIER	CANON NP-250	JN 006258	6486	Repair exceeds value
CPU	APPLE II/E	E5A 113S		Repair exceeds value
CPU	IBM 5710	50579845170	035	Shell only - drives removed
CPU & KEYBOARD	DIGITAL	WF 17284	6518	Only uses Digital software
DATA TERMINAL	OCLC M310	36883		No longer supported by OCLC
DISK DRIVE	APPLE 3.5"	SS0302GW00J	6569	Repair exceeds value
DISK DRIVE	APPLE 5.25"	KC42445		Repair exceeds value
DISK DRIVE	APPLE 5.25"	KK63644	6473	Repair exceeds value
INTERCOM	3M 50/60	208586	3389	Repair exceeds value
LAMINATOR	APECO 145	5442	1582	Repair exceeds value
MECH. SIDEWALK SWEEPERS	DUO BROOMS		2371	Repair exceeds value
MECH. SIDEWALK SWEEPERS	DUO BROOMS		2372	Repair exceeds value
MICROFILMER	KODAK STARFILE	8178	1236	Repair exceeds value
MICROFILMER	KODAK STARFILE	6967	4105	Repair exceeds value
MONITOR	AMDEK COLOR-1	Y1H 003699		Repair exceeds value
MONITOR	APPLE A2M6014	N9601203	6418	Bad logic board
MONITOR	COMPAQ DESK PRO	9530114	4124	Repair exceeds value
MONITOR	DIGITAL VR201	TAD 6386	6517	Only uses Digital software
MONITOR	SAMSUNG	884909212		Repair exceeds value
MONITOR	ZENITH OMNI	AL 491890	781	Repair exceeds value
MONITOR	ZENITH OMNI	AL 491893	129	Repair exceeds value
MONITOR	ZENITH ZVM-123	4586580	315	Repair exceeds value
PAPER CUTTER	INGENTO		524	Repair exceeds value
PRINTER	DIGITAL LA50-RA			Only uses Digital software
PRINTER	EPSON FX-100	395311	1905	Repair exceeds value
PRINTER	EPSON FX-80	352752	2962	Repair exceeds value
READER/PRINTER	3M MODEL 400	431112	3624	Repair exceeds value
READER/PRINTER	3M MODEL 400		3568	Repair exceeds value
READER/PRINTER	MICRON 775	29583	3616	Repair exceeds value
READER/PRINTER	MINOLTA RP-407	161105	2033	Repair exceeds value
RECORD PLAYER	CALIFONE 1155K	01228	1285	Repair exceeds value
SERVICE DESK			2484	Formerly in REA
SERVICE DESK			2485	Formerly in REA

ITEM	MAKE/ MODEL	SERIAL NO.	ACPL I.D.#	COMMENTS
SERVICE DESK			2486	Formerly in REA
TTD MACHINE		S12358		Repair exceeds value
TYPEWRITER	IBM	1298682	146	Repair exceeds value
TYPEWRITER	IBM EXECUTIVE	8267399	2102	Repair exceeds value
TYPEWRITER	IBM M-100	0196327	3228	Repair exceeds value
TYPEWRITER	IBM SELECTRIC	6195071	3562	Repair exceeds value
TYPEWRITER	REMINGTON (MANUAL)	M358137	615	Repair exceeds value
TYPEWRITER	SILVER/REED 223C	17129	4118	Repair exceeds value
TYPEWRITER	SILVER/REED 225C	B70159271	739	Repair exceeds value
TYPEWRITER	SILVER/REED 225C	13801	3202	Repair exceeds value
TYPEWRITER	SMITH-CORANA (MANUAL)	S179654		Repair exceeds value
TYPEWRITER	SMITH-CORANA (MANUAL)	S192906		Repair exceeds value
TYPEWRITER STAND			490	Repair exceeds value
TYPEWRITER STAND			3804	Repair exceeds value
TYPEWRITER STAND	GRAY		1662	Repair exceeds value
WORK SURFACE	STEELCASE			Doesn't fit our panels

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims December 10, 1992

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $323,705.85 on December 10, 1992. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
12/04/92	gross	193,152.93	net	140,739.40
12/04/92	Payroll taxes (electronic transfer)			55,837.87
Accounts Payable Check Batches:				
	(see "Check Report - Summary" for detail of total)			
Dated 12/04/92	#48408-48410			3,946.39
Dated 12/10/92	#48412-484526			122,294.64
Manual Checks(s)	11/27/92	#2977		900.00
Less VOIDS:		#48130		(12.45)
Accounts Payable Check Batches Subtotal:				$127,128.58
Grand Total			$	323,705.85

Mr. Carmean, Mr. Andorfer, Mr. McMahan, and Mrs. Riley and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Mary Koehlinger
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 30, 1992
3:00 p.m. - Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of November 24, 1992, and meeting for approval of claims of December 10, 1992.

4. Financial report for November, 1992.

5. Approval of Claims.

6. Report of director.

7. Committee reports.

   a. Nominating Committee.

   b. Compensation & Personnel Committee.

      i. Resolution No. 1992-33, Resolution to Approve the Authorized Staffing Table for 1993."

   c. Other committee reports.

8. Personnel.

9. Resolution No. 1992-34, "Resolution to Request an Advance on Taxes Collected for Distribution to the Allen County Public Library."

10. One-year report on support of Northeast Indiana Radio Reading Society (NEIRRS).

11. Consultant's proposal for workspace utilization study.

12. Approval of treasurer's bond.

13. Other business.

    a. Resolution No. 1992-35, "Resolution to Transfer Appropriations Within the Operating Fund."

    b. Board of Finance.

14. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of December 30, 1992, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Wednesday, December 30, 1992, at 3:00 p.m. at the main library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mr. Coleman, Mr. McMahan, and Mrs. Koehlinger.

Absent: Ms. Knox, Mrs. Riley.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. McMahan, the minutes of the regular meeting of November 24, 1992, and the minutes of the approval of claims of December 10, 1992, were approved.

FINANCIAL REPORT

On motion of Mr. McMahan, the financial report for November, 1992, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. McMahan, the claims were approved for payment.

Wires	12/31/92 (repay temporary borrowing)			$2,298,431.67
Payroll	12/18/92	gross 192,003.50	net	139,426.13
	12/18/92	Payroll taxes (electronic transfer)		55,109.21
	12/31/92	gross 192,942.67	net	140,723.92
	12/31/92	Payroll taxes (electronic transfer)		55,483.17
Accounts Payable Check Batches				
	(See "Check Report - Summary" for detail of total)			
	Dated 12/18/92	#48528-48534		18,166.14

Dated 12/30/92		#48536-48829	262,297.83
Dated 12/31/92		#48831-48908	143,577.78
Manual Check	12/23/92	#2978	500.00
Less VOIDS:		#48824	(950.00)
Accounts Payable Check Batches Subtotal:			423,591.75
Grand Total			$3,112,765.85

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede who presented a report on library service statistics for the month of November and for the year to date.

State Senator Beverly Gard plans to introduce a bill providing a mechanism to convert an appointed public library board to an elected board. The bill would not require such a conversion, but would establish this as an option. Sen. Gard is convinced that a growing number of legislators hold the view that an appointed board should be subject to fiscal review by a body of elected officials. By providing the option for local citizens to hold a referendum on the question of converting to an elected public library board, Sen. Gard feels the fiscal control issue will become moot. No one is certain if the fiscal control advocates have enough strength and resolve to impose fiscal control on libraries, but at least one bill on the subject has been introduced in every legislative session since 1985.

REPORT OF NOMINATING COMMITTEE

Mr. Carmean, reporting for the committee, presented the following slate of nominees for board officers for the year 1993: Charles E. Coleman, President; Mary M. Koehlinger, Vice President; Patricia E. Riley, Secretary; Earl A. Reitenour, Treasurer. There being no nominations from the floor, Mr. Carmean moved "that the nominations be closed," and the motion carried.

Mr. McMahan then moved, "that the secretary be directed to cast a unanimous ballot for the slate nominated." The motion carried.

REPORT OF COMPENSATION AND PERSONNEL COMMITTEE

Mr. McMahan reported for the committee that individual pay increases are reflected in the Authorized Staffing Table incorporated in Resolution No. 1992-33. Generally, the salaries stated represent a 3% increase over 1992. A few exceptions are made to this general recommendation, most notably in the case of managers in Grade M6, the grade containing branch and department managers. A small number of other exceptions are also

recommended outside of Grade M6. The exceptions are based on labor market surveys and internal equity factors. No increase exceeds 5% over the 1992 pay level. The authorized Staffing Table also reflects a number of position reclassifications.

Mr. McMahan moved the adoption of Resolution No. 1992-33, "Resolution to Approve the Authorized Staffing Table for 1993." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

PERSONNEL

On motion of Mr. McMahan, the following personnel actions were approved:

Appointment:			'93 bi-weekly
Steve Blume	Security Officer	#573	$ 509.20

REQUEST FOR AN ADVANCE ON TAXES

Mr. McMahan moved the adoption of Resolution No. 1992-34, "Resolution to Request an Advance on Taxes Collected for Distribution to the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ONE YEAR REPORT ON NORTHEAST INDIANA RADIO READING SERVICE (NEIRRS).

Last year the board agreed to support NEIRRS by picking up certain operating costs, such as utilities and photocopying up to the amount of $2,000.00. As it turned out, the utility and photocopying costs came to almost exactly that amount. NEIRRS officials are very grateful for the library's support and, while their finances have improved significantly since last year, would appreciate the library's continuing assistance. On motion of Mrs. Koehlinger the board agreed to continue paying utilities and photocopying for NEIRRS for 1993.

PROPOSAL FOR WORKSPACE UTILIZATION STUDY

A proposal has been submitted by Gibson Design in response to the issuance of specifications for a workspace utilization study at main library. While public areas of the building are now in good shape, storage and staff work areas have never been thoroughly analyzed. Without a well-considered plan, space might be squandered through inefficient usage, and this would handicap the library in the future. On motion of Mr. Carmean, the board approved retaining Gibson Design to conduct the proposed workspace study for a fee not to exceed $17,000.00.

APPROVAL OF TREASURER'S BOND

On motion of Mr. McMahan, the Treasurer's Bond was approved with the premium payable by the library.

TRANSFER OF APPROPRIATIONS - OPERATING FUND

Mr. McMahan moved the adoption of Resolution No. 1992-35, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:05 p.m.

Charles E. Coleman
President

Patricia E. Riley
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT November 30, 1992

	GOVERNMENTAL FUND TYPES						FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMO ONLY)	
	GENERAL	SPEC REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTO	"89"	TRUST & AGENCY	GENERAL FIX ASSETS	GENERAL L.T.DEBT	Nov 30 1992	Nov 30 1991
ASSETS											
CASH ON DEPOSIT	927,644	8,104	292,864	190	0	0	943			1,229,746	166,599
CASH ON HAND	2,484									2,484	3,735
CASH WITH FISCAL AGENT			220							220	220
INVESTMENTS AT COST	1,205,890		105,000	35,000	0	0	125,000			1,470,890	1,703,287
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST	0				0	0				0	0
DUE FROM OTHER GOVERNMENTS	0		0							0	0
DUE FROM OTHER FUNDS	0		0	0						0	0
ACCOUNTS RECEIVABLE	8,500									8,500	12,000
FIXED ASSETS:										0	0
LAND								1,664,769		1,664,769	1,664,769
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	14,613,804
FURNITURE AND EQUIPMENT								7,834,120		7,834,120	7,834,120
AVAILABLE IN DEBT SERVICE FUND									397,864	397,864	330,189
AMT TO BE PROVIDED--RET OF DEBT									9,847,136	9,847,136	10,209,811
AMT TO BE PROVIDED--VAC PAY LIAB.									248,650	248,650	238,235
AMT AVAILABLE IN CAP PROJ FUND									0	0	
TOTAL ASSETS	2,144,518	8,104	398,084	35,190	0	0	125,943	24,112,693	10,493,650	37,318,183	36,776,769
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	5	0			0	0			0	5	8,521
TEMPORARY LOANS/FINANCING	2,200,000									2,200,000	1,300,000
ACCRUED WAGES & BENEFITS	277,400								248,650	526,050	465,655
UNREMITTED WITHHOLDINGS	27,680									27,680	30,054
DEFERRED COMP PAYABLE	0						125,000			125,000	10
DUE TO OTHER FUNDS	0									0	0
CAPITAL LEASES PAYABLE	0								7,830,000	7,830,000	8,000,000
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0		220							220	220
G O BONDS & CAP LEASES PAYABLE	0								2,415,000	2,415,000	2,540,000
TOTAL LIABILITIES	2,505,085	0	220	0	0	0	125,000	0	10,493,650	13,123,955	12,344,460
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								24,112,693		24,112,693	24,112,693
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	619,432	0	0	0	0	0	0	0	0	619,432	421,027
RESERVED - ARBITRAGE REBATE						0				0	0
RESTRICTED-SPECIAL REVENUE		8,104								8,104	13,676
DESIGNATED FOR DEBT SERVICE			397,864		0					397,864	330,189
UNRESERVED	(979,999)			35,190	0	0	943			(943,866)	(445,275)
TOTAL FUND EQUITY	(360,567)	8,104	397,864	35,190	0	0	943	24,112,693	0	24,194,228	24,432,310
TOTAL LIABILITIES & FUND EQUITY	2,144,518	8,104	398,084	35,190	0	0	125,943	24,112,693	10,493,650	37,318,183	36,776,770

MODIFIED ACCRUAL
UNAUDITED
November 1992
COMR9211

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11-Dec-92

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED November 30, 1992

	GOVERNMENTAL FUND TYPES						TOTALS (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	Nov 30, 1992	Nov 30, 1991
REVENUES:								
AUTO EXCISE TAX	1,071,665		134,824				1,206,489	984,932
REAL PROPERTY TAX LEVY	5,438,770		684,589				6,123,359	5,494,519
INTANGIBLES TAX & COIT	720,293		5,645				725,938	861,579
USER FEES	357,520						357,520	315,199
INTERGOVERNMENTAL REVENUE	231,966						231,966	161,271
PARKING FEES	112,957						112,957	117,462
GIFTS & DONATIONS	30,038	14,473					44,511	13,802
INTEREST	80,478				0	589	81,067	51,061
OTHER REVENUES & PROCEEDS	62,749		0				62,749	65,467
TOTAL REVENUES	8,106,436	14,473	825,058	0	0	589	8,946,556	8,065,290
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	5,508,845	0					5,508,845	5,238,250
SUPPLIES	279,277	4,353			0		283,631	247,705
PROFESSIONAL SERVICES	67,224	5,408			0	0	72,632	122,510
COMMUNICATION & TRANSPORTATION	243,554	0			0		243,554	234,205
INSURANCE	101,087						101,087	92,247
UTILITY SERVICES	503,591						503,591	485,294
REPAIRS & MAINTENANCE	428,949				0		428,949	323,496
LEASING & MISCELLANEOUS SERVICES	144,823	600			0	18,968	164,391	193,059
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	532,690	5,006			0	500	538,196	307,065
LIBRARY MATERIALS	1,685,876	4,808			0	0	1,690,684	1,472,840
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			722,140				722,140	554,818
PRINCIPAL RETIREMENT--BONDS			125,000				125,000	490,000
INTEREST CHARGES--BONDS			187,178				187,178	208,171
TOTAL EXPENDITURES	9,495,916	20,176	1,034,318	0	0	19,468	10,569,877	9,969,659
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,389,480)	(5,702)	(209,260)	0	0	(18,879)	(1,623,321)	(1,904,369)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0	0
OPERATING TRANSFERS IN	0		0	0	0	0	0	0
OPERATING TRANSFERS OUT	0		0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES):	0	0	0	0	0	0	0	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,389,480)	(5,702)	(209,260)	0	0	(18,879)	(1,623,321)	(1,904,369)
FUND BALANCES-JANUARY 1,	1,028,913	13,806	607,124	35,190	0	18,879	1,703,912	2,232,486
FUND BALANCE ADJUSTMENTS FROM JAN 1	0	0			0	0	0	0
FUND BALANCES-November 30 '92	(360,567)	8,104	397,864	35,190	0	0	80,591	328,117

NOV 92 unaudited
EP-11REV1P2

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED November 30, 1992

07-Dec-92
12:05 PM

G/L#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	995,106	995,106		995106	1,071,665.03		0.00		1,071,665.03				(76,559.03)	
5102	REAL PROPERTY TAX LEVY	8,106,618	8,106,618		8106618	5,438,770.14		0.00		5,438,770.14				2,667,847.86	
5103	INTANGIBLES TAX	93,259	93,259		93259	44,869.98		0.00		44,869.98				48,389.02	
5104	COUNTY INCOME TAX	709,215	709,215		709215	675,422.95		0.00		675,422.95				33,792.05	
	TOTAL LOCAL TAX REVENUES	9,904,198	9,904,198	0.00	9904198	7,230,728.10		0.00	0.00	7,230,728.10				2,673,469.90	
5201	PHOTOCOPYING FEES	150,000	150,000		150000	153,796.46				153,796.46				(3,796.46)	
5202	EXTENDED USE FEES	180,000	180,000		180000	202,214.25		0.00	0.00	202,214.25				(22,214.25)	
5203	FAX FEES	2,000	2,000		2000	1,509.38				1,509.38				490.62	
	TOTAL USER FEES	332,000	332,000	0.00	332000	357,520.09	0.00	0.00	0.00	357,520.09				(25,520.09)	
5301	FEDERAL OPERATING GRANTS	0	0		0	74,821.00				74,821.00				(74,821.00)	
5302	STATE OPERATING GRANTS	48,180	48,180		48180	63,873.19				63,873.19				(15,693.19)	
5303	CITY OPERATING GRANTS	0	0		0	150,887.62		59,282.43	0.00	91,605.19				(91,605.19)	
5304	COUNTY OPERATING GRANTS	0	0		0	1,666.66				1,666.66				(1,666.66)	
	TOTAL GRANTS	48,180	48,180	0.00	48180	291,248.47		59,282.43	0.00	231,966.04				(183,786.04)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	53,009.26				53,009.26				(53,009.26)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	55,516.79				55,516.79				(55,516.79)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	3,230.50				3,230.50				(3,230.50)	
5404	OTHER PARKING REVENUES	102,000	102,000		102000	1,200.00		8,500.00	8,500.00	1,200.00				100,800.00	
	TOTAL PARKING REVENUES	102,000	102,000	0.00	102000	112,956.55		8,500.00	8,500.00	112,956.55				(10,956.55)	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	100.00				100.00				(100.00)	
5601	GIFTS, DONATIONS, GRANTS	0	0		0	30,038.23				30,038.23				(30,038.23)	
5602	LINCOLN LIFE B.A.S.E.	0	0		0	0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	80,477.64			0.00	80,477.64				(40,477.64)	
5701	ACPL PUBLICATIONS	100	100		100	138.30			0.00	138.30				(38.30)	
5702	RESEARCH SERVICES	14,000	14,000		14000	10,235.56				10,235.56				3,764.44	
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000		10000	15,131.59		0.00	0.00	15,131.59				(5,131.59)	
5704	REFUNDS/DISCOUNTS EARNED	4,000	4,000		4000	3,245.51				3,245.51				754.49	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	10,885.88				10,885.88				(10,885.88)	
5706	OTHER REVENUES	0	0		0	23,012.52				23,012.52				(23,012.52)	
	TOTAL MISCELLANEOUS REVENUES	28,100	28,100	0.00	28100	62,649.36		0.00	0.00	62,649.36				(34,549.36)	
	TOTAL REVENUES	10,454,478	10,454,478	0.00	10454478	8,165,718.44	0.00	67,782.43	8,500.00	8,106,436.01				2,348,041.99	

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED November 30, 1992

07-Dec-92
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SL#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	4,100,000	4,000,000		4000000	3,027,726.54	24.31%	174,000.37	166,797.00	3,020,523.17	24.49%		3,020,523.17	979,476.83	24.49%
1102	SALARIED OVERTIME	0	0		0	7,376.72	ERR			7,376.72	ERR		7,376.72	(7,376.72)	ERR
1103	SALARIED VACATION	0	0		0	243,002.63	ERR			243,002.63	ERR		243,002.63	(243,002.63)	ERR
1104	SALARIED SICK PAY	0	0		0	83,903.14	ERR			83,903.14	ERR		83,903.14	(83,903.14)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	12,770.79	ERR			12,770.79	ERR		12,770.79	(12,770.79)	ERR
1106	SALARIED HOLIDAY	0	0		0	86,250.58	ERR			86,250.58	ERR		86,250.58	(86,250.58)	ERR
1107	SALARIED JURY DUTY	0	0		0	462.87	ERR			462.87	ERR		462.87	(462.87)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	6,678.10	ERR			6,678.10	ERR		6,678.10	(6,678.10)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	46,576.16	ERR			46,576.16	ERR		46,576.16	(46,576.16)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	17,483.69	ERR			17,483.69	ERR		17,483.69	(17,483.69)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	0.00				0.00			0.00	0.00	ERR
	TOTAL SALARIES	4,100,000	4,000,000	0.00	4000000	3,535,031.22	11.62%	174,000.37	166,797.00	3,527,827.85	11.80%	0.00	3,527,827.85	472,172.15	11.80%
1201	HOURLY TIME WORKED	1,040,000	1,150,000		1150000	933,214.58	18.85%	48,905.56	53,949.29	938,258.31	18.41%		938,258.31	211,741.69	18.41%
1202	HOURLY OVERTIME	0	0		0	4,591.64	ERR			4,591.64	ERR		4,591.64	(4,591.64)	ERR
1203	HOURLY VACATION	0	0		0	40,743.31	ERR			40,743.31	ERR		40,743.31	(40,743.31)	ERR
1204	HOURLY SICK PAY	0	0		0	3,211.13	ERR			3,211.13	ERR		3,211.13	(3,211.13)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,506.63				3,506.63			3,506.63	(3,506.63)	ERR
1206	HOURLY HOLIDAY	0	0		0	23,650.98	ERR			23,650.98	ERR		23,650.98	(23,650.98)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	1,487.01	ERR			1,487.01	ERR		1,487.01	(1,487.01)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	6,350.64	ERR			6,350.64	ERR		6,350.64	(6,350.64)	ERR
	TOTAL HOURLY WAGES	1,040,000	1,150,000	0.00	1150000	1,016,755.92	11.59%	48,905.56	53,949.29	1,021,799.65	11.15%	0.00	1,021,799.65	128,200.35	11.15%
1301	SUMMER EMPLOYEES- TIME WORKED	0	70,000		70000	68,548.91	2.07%			68,548.91	2.07%		68,548.91	1,451.09	2.07%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	24.75				24.75			24.75	(24.75)	
1401	SHORT-TERM STAFF TIME WORKED	10,000	37,000		37000	30,577.03	17.36%			30,577.03	17.36%		30,577.03	6,422.97	17.36%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	10,000	107,000	0.00	107000	99,150.69	7.34%	0.00	0.00	99,150.69	7.34%	0.00	99,150.69	7,849.31	7.34%
	TOTAL COMPENSATION	5,150,000	5,257,000	0.00	5257000	4,650,937.83	11.53%	222,905.93	220,746.29	4,648,778.19	11.57%	0.00	4,648,778.19	608,221.81	11.57%
1501	EMPLOYER FICA	391,000	406,000		406000	349,546.48	12.61%	17,052.30	16,887.09	349,381.27	12.65%		349,381.27	56,618.73	12.65%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	10,000		10000	7,719.19	22.81%			7,719.19	22.81%		7,719.19	2,280.81	22.81%
1503	EMPLOYER PERF	345,000	225,000		225000	203,823.22	9.41%	42,399.15	39,766.79	201,190.86	10.58%		201,190.86	23,809.14	10.58%
1504	GROUP INSURANCE	360,000	335,000		335000	295,649.67	11.75%	0.00		295,649.67	11.75%		295,649.67	39,350.33	11.75%
1505	DEDUCTIBLE REIMBURSEMENT	0	24,000		24000	6,125.67	74.48%			6,125.67	74.48%		6,125.67	17,874.33	74.48%
	TOTAL EMPLOYEE BENEFITS	1,101,000	994,000	0.00	994000	862,864.23	13.19%	59,451.45	56,653.88	860,066.66	13.47%	0.00	860,066.66	133,933.34	13.47%
	TOTAL PERSONAL SERVICES	6,251,000	6,251,000	0.00	6251000	5,513,802.06	11.79%	282,357.38	277,400.17	5,508,844.85	11.87%	0.00	5,508,844.85	742,155.15	11.87%

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ELA#	CATEGORY	1992 APPROPRIATION SSTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/92 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	36,956.40	-5.59%	2,015.98	0.00	34,940.42	0.17%	1,066.35	36,006.77	2,125.19	6.07%
	TOTAL OFFICE SUPPLIES	35,000	35,000	3,131.96	38131.96	36,956.40	-5.59%	2,015.98	0.00	34,940.42	0.17%	1,066.35	36,006.77	2,125.19	6.07%
2201	CLEANING SUPPLIES	25,000	30,000	0.00	30000	25,304.49	15.65%	0.00	0.00	25,304.49	15.65%	1,287.88	26,592.37	3,407.63	11.36%
2202	VEHICLE FUEL	7,500	7,500	0.00	7500	7,483.96	0.21%	666.73	0.00	6,817.23	9.10%	0.00	6,817.23	682.77	9.10%
2203	HEATING OIL	2,500	2,500	0.00	2500	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,500.00	100.00%
2204	COPIER SUPPLIES	30,000	34,000	398.94	34398.94	35,947.53	-5.73%	11,867.66	0.00	24,079.87	29.10%	8,838.40	32,918.27	1,480.67	4.35%
2205	LIBRARY MATERIALS SUPPLIES	42,000	34,000	5,963.59	39963.59	31,867.08	6.27%	1,092.71	0.00	30,774.37	9.49%	1,410.38	32,184.75	7,778.84	22.68%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,839.40	23.21%	6.43	0.00	3,832.97	23.34%	18.65	3,851.62	1,148.38	22.97%
2225	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2229	PROGRAMMING SUPPLIES	15,000	20,000	0.00	20000	17,896.84	10.52%	39.64	0.00	17,857.20	10.71%	0.00	17,857.20	2,142.80	10.71%
2210	PRINTING SUPPLIES	27,000	27,000	0.00	27000	21,424.57	20.65%	222.70	0.00	21,201.87	21.47%	1,793.64	22,995.51	4,004.49	14.83%
2211	OTHER OPERATING SUPP N.E.C.	73,000	110,546	2,431.21	112977.2	79,210.11	28.35%	7,474.87	0.00	71,735.24	35.11%	12,093.67	83,828.91	29,148.30	26.37%
	TOTAL OPERATING SUPPLIES	227,000	270,546	8,793.74	279339.7	222,973.98	17.58%	21,370.74	0.00	201,603.24	25.48%	25,442.62	227,045.86	52,293.88	19.33%
2301	MAINTENANCE SUPPLIES	21,000	45,000	134.39	45134.39	36,378.40	19.16%	92.27	0.00	36,286.13	19.36%	2,744.08	39,030.21	6,104.18	13.56%
2302	REPAIR PARTS	6,000	9,000	128.00	9128	6,447.57	28.36%	0.00	0.00	6,447.57	28.36%	42.00	6,489.57	2,638.43	29.32%
	TOTAL MAINTENANCE SUPPLIES	27,000	54,000	262.39	54262.39	42,825.97	20.69%	92.27	0.00	42,733.70	20.86%	2,786.08	45,519.78	8,742.61	16.19%
	TOTAL SUPPLIES	289,000	359,546	12,188.09	371734.0	302,756.35	15.79%	23,478.99	0.00	279,277.36	22.32%	29,295.05	308,572.41	63,161.68	17.57%

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GL## CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **														
3101 CONSULTING	6,000	10,000	2,150.00	12150	8,997.50	10.03%	0.00	0.00	8,997.50	10.03%	600.00	9,597.50	2,552.50	25.53%
3102 ENGINEERING & ARCHITECTURAL	2,000	30,000		30000	28,618.22	4.61%	0.00	0.00	28,618.22	4.61%	0.00	28,618.22	1,381.78	4.61%
3103 LEGAL SERVICES	4,000	2,000		2000	1,435.00	28.25%	315.00	0.00	1,120.00	44.00%	0.00	1,120.00	880.00	44.00%
3104 PROGRAM PRESENTERS	4,000	6,000	0.00	6000	4,338.00	27.70%	0.00	0.00	4,338.00	27.70%	90.00	4,428.00	1,572.00	26.20%
3105 TEMPORARY HELP SERVICES	22,000	22,000		22000	15,635.27	24.82%	340.00	0.00	14,695.27	26.52%	0.00	14,695.27	5,304.73	26.52%
3106 OTHER PROFESSIONAL SERVICES	21,000	16,000	650.00	16650	9,529.67	40.44%	74.50	0.00	9,455.17	40.91%	541.10	9,996.27	6,653.73	41.59%
TOTAL PROFESSIONAL SERVICES	59,000	84,000	2,800.00	86800	67,953.66	19.10%	729.50	0.00	67,224.16	19.97%	1,231.10	68,455.26	18,344.74	21.04%
3201 TELEPHONE SERVICE	110,000	110,000		110000	101,429.82	7.79%	3,819.80	0.00	97,610.02	11.26%	0.00	97,610.02	12,389.98	11.26%
3202 POSTAGE & SHIPPING	105,000	105,000	0.00	105000	99,395.02	5.34%	729.62	2.52	98,668.92	6.03%	0.00	99,668.92	6,331.08	6.03%
3203 TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204 RECRUITING	4,000	6,000		6000	6,880.85	13.99%	53.90	0.00	6,826.95	14.66%	0.00	6,826.95	1,173.05	14.66%
3205 TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206 TRAVEL AND TRAINING	47,000	45,000	0.00	45000	36,013.22	15.53%	40.00	2.80	37,976.02	15.61%	0.00	37,976.02	7,023.98	15.61%
COMMUNICATION & TRANSPORTATION	266,000	268,000	0.00	268000	245,719.91	8.31%	4,643.32	5.32	241,081.91	10.04%	0.00	241,081.91	26,918.09	10.04%
3301 PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	255.74	74.43%	19.14	0.00	236.60	76.34%	0.00	236.60	763.40	76.34%
3302 OUTSIDE VENDOR PRINTING	4,000	4,000	0.00	4000	2,235.75	44.11%	0.00	0.00	2,235.75	44.11%	60.90	2,296.65	1,703.35	42.58%
TOTAL PUBLICATION & PRINTING	5,000	5,000	0.00	5000	2,491.49	50.17%	19.14	0.00	2,472.35	50.55%	60.90	2,533.25	2,466.75	49.34%
3401 INSURANCE	115,000	105,000		105000	101,087.00	3.73%	0.00	0.00	101,087.00	3.73%	0.00	101,087.00	3,913.00	3.73%
TOTAL INSURANCE	115,000	105,000	0.00	105000	101,087.00	3.73%	0.00	0.00	101,087.00	3.73%	0.00	101,087.00	3,913.00	3.73%
3501 NATURAL GAS	165,000	160,000		160000	134,601.02	15.87%	2,901.31	0.00	131,699.71	17.69%	0.00	131,699.71	28,300.29	17.69%
3502 ELECTRICITY	450,000	410,000		410000	348,664.19	14.96%	4,289.85	0.00	344,474.34	15.98%	0.00	344,474.34	65,525.66	15.98%
3503 WATER & SEWER	14,000	19,000		19000	17,607.88	7.33%	1,180.93	0.00	16,426.95	13.54%	0.00	16,426.95	2,573.05	13.54%
3504 TRASH DISPOSAL	11,000	13,000	25.00	13025	10,990.13	15.46%	0.00	0.00	10,990.13	15.46%	1,010.00	12,000.13	1,024.87	7.86%
TOTAL UTILITY SERVICES	640,000	602,000	25.00	602025	511,863.22	14.97%	8,292.09	0.00	503,591.13	16.35%	1,010.00	504,601.13	97,423.87	16.18%
3601 BUILDING REPAIR & MAINTENANCE	60,000	115,000	5,603.39	120003.3	86,513.48	24.77%	810.98	0.00	85,702.50	25.48%	32,407.00	118,109.50	1,893.89	1.65%
3602 HVAC SERVICE	25,000	40,000	4,397.00	44397	36,571.36	8.57%	731.00	0.00	35,840.36	10.40%	4,292.50	40,132.86	4,264.14	10.66%
3603 LANDSCAPING SERVICES	22,000	27,000	0.00	27000	25,412.20	5.88%	87.00	0.00	25,325.20	6.20%	174.00	25,499.20	1,500.80	5.56%
3604 COMPUTER MAINTENANCE	155,000	170,000	140.50	170140.5	159,059.46	6.44%	0.00	0.00	159,059.46	6.44%	1,685.00	160,744.46	9,396.04	5.53%
3605 COPIER SERVICE	40,000	40,000	3,319.34	43319.34	35,195.88	12.01%	583.82	0.00	34,612.06	13.47%	8,841.07	43,453.13	(133.79)	-0.33%
3606 VEHICLE SERVICE	22,000	12,000	389.87	12389.87	6,379.03	37.17%	2,449.03	0.00	5,930.00	50.58%	0.00	5,930.00	6,459.87	53.63%
3607 OTHER EQUIPMENT SERVICE	80,000	100,000	969.14	100969.1	86,054.17	13.95%	3,575.20	0.00	82,478.97	17.52%	5,095.07	87,574.04	13,395.10	13.40%
TOTAL REPAIRS & MAINTENANCE	404,000	504,000	14,219.24	518219.2	437,185.58	13.26%	8,237.03	0.00	428,948.55	14.89%	52,494.64	481,443.19	36,776.05	7.30%
3701 REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702 EQUIPMENT RENTAL/LEASING	55,000	55,000	0.00	55000	48,351.47	12.09%	1,854.59	0.00	46,496.88	15.46%	4,379.71	50,876.59	4,123.41	7.50%
LEASING & RENTALS	55,000	55,000	0.00	55000	48,351.47	12.09%	1,854.59	0.00	46,496.88	15.46%	4,379.71	50,876.59	4,123.41	7.50%

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GLA#	CATEGORY	1992 APPROPRIATION SBTC APPROV	1992 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1991	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/91 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/92 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	11,000	11,000		11000	11,105.00	-0.96%	0.00	0.00	11,105.00	-0.96%	0.00	11,105.00	(105.00)	-0.96%
3902	INTEREST ON TEMPORARY LOANS	20,000	99,000		99000	0.00	100.00%	0.00	0.00	0.00	100.00%	98,431.67	98,431.67	568.33	0.57%
3903	TAXES & ASSESSMENTS	1,000	1,000		1000	6.00	99.40%	0.00	0.00	6.00	99.40%	0.00	6.00	994.00	99.40%
3904	TRANSFER TO LIFE FUND	0	0		0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	52,000	1,000	491.77	1491.77	1,243.80	-24.38%	1,243.80	0.00	0.00	100.00%	0.00	0.00	1,491.77	149.18%
3906	COMPUTER SERVICES	95,000	95,000	151.24	95151.24	95,887.47	-0.93%	8,673.13	0.00	87,214.34	8.20%	1,068.24	88,282.58	6,868.66	7.23%
	TOTAL MISCELLANEOUS SERVICES	177,000	207,000	643.01	207643.0	108,243.07	47.71%	9,916.93	0.00	98,326.14	52.50%	99,499.91	197,826.05	9,816.96	4.74%
	TOTAL OTHER SERVICES & CHARGES	1,721,000	1,830,000	17,697.25	1847697.	1,522,915.40	16.78%	33,692.60	5.32	1,489,228.12	18.62%	158,676.26	1,647,904.38	199,782.87	10.92%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	165,000	135,000	71,328.35	206328.3	176,865.06	-31.01%	6,160.76	0.00	170,704.30	-26.45%	28,313.00	199,017.30	7,311.05	5.42%
4403	COMPUTER EQUIPMENT	275,000	340,000	7,514.00	347514	237,811.12	30.06%	1,220.00	0.00	236,591.12	30.41%	81,598.02	318,189.14	29,324.86	8.62%
4405	TELEVISION EQUIPMENT	10,000	182,204	703.37	182907.3	125,394.33	31.18%	0.00	0.00	125,394.33	31.18%	52,771.36	178,165.69	4,741.68	2.60%
4407	VEHICLES	20,000	30,000	0.00	30000	749.85	97.50%	749.85	0.00	0.00	100.00%	0.00	0.00	30,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	470,000	687,204	79,545.72	766749.7	540,820.36	21.30%	8,130.61	0.00	532,689.75	22.48%	162,682.38	695,372.13	71,377.59	10.39%
4510	BOOKS	1,650,000	1,451,000	110,286.77	1561286.	1,225,439.48	15.55%	19,967.99	0.00	1,205,531.49	16.92%	217,310.65	1,422,842.14	138,444.63	9.54%
4520	PERIODICALS	350,000	350,000	3,865.25	353865.2	265,893.04	24.03%	693.47	0.00	265,199.57	24.23%	9,040.25	274,239.82	79,625.43	22.75%
4530	NON-PRINT MATERIALS	193,000	193,000	16,374.16	209374.1	168,013.70	12.95%	5,776.36	0.00	162,237.34	15.94%	31,985.00	194,222.34	15,151.82	7.85%
4540	ONLINE MATERIALS	52,000	64,000	33.14	64033.14	57,878.17	9.53%	4,990.55	0.00	52,907.62	17.33%	10,442.35	63,349.97	683.17	1.07%
	TOTAL LIBRARY MATERIALS	2,245,000	2,058,000	130,559.32	2188559	1,717,244.39	16.56%	31,368.37	0.00	1,685,876.02	18.08%	268,778.25	1,954,654.27	233,905.05	11.37%
	TOTAL CAPITAL OUTLAYS	2,715,000	2,745,204	210,105.04	2955309.	2,258,064.75	17.75%	39,498.98	0.00	2,218,565.77	19.18%	431,460.63	2,650,026.40	305,282.64	11.12%
	TOTAL EXPENDITURES	10,576,000	11,185,750	239,960.38	11425730	9,597,539.56	14.20%	379,027.95	277,405.49	9,495,916.10	15.11%	619,431.94	10,115,348.04	1,310,382.34	11.71%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(521,522)	(731,272)	(239,960.38)	(971,252)	(1,431,820.12)		(311,245.52)	(268,905.49)	(1,389,498.09)		(619,431.94)	**********	1,037,659.65	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1992	)	
	)	
RESOLUTION TO APPROVE THE	)	No. 1992-33
AUTHORIZED STAFFING TABLE	)	
FOR 1993.	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Authorized Staffing Table, appended hereto, be and is hereby approved, and that the salaries for individual library employees specified therein are to be effective for the calendar year 1993.

Adopted this 30th day of December, 1992.

President

Secretary

AUTHORIZED STAFFING TABLE January, 1993

DEPARTMENT BRANCH	POS. #	JOB TITLE	EMPLOYEE NAME	GRADE	AUTH. HRS.	FTE	1993 BI-WEEKLY	1993 ANNUALIZED
ADMINISTRATIVE	001	DIRECTOR	Krull, J.	M9	40	1	$3,066.00	$79,716.00
OFFICE	002	ADMIN ASST	Rust, R.	6	40	1	$840.60	$21,855.67
SYSTEMS	003	SYSTEMS MGR.	Stanley, L.	M7	40	1	$1,812.80	$47,132.86
	004	SYS SUPERVISOR	Schlatter, C.	M4	40	1	$1,017.82	$26,463.19
	006	CONSOLE OPER.	Havens, T.	4	40	1	$579.20	$15,059.20
	005	CONSOLE OPER.	Hughes, M	4	20	0.5	$7.09	$7,373.60
	005	CONSOLE OPER.	Jimenez, S.	4	20	0.5	$6.96	$7,238.40
CIRCULATION	440	CIRC SVC MGR	Brooks, R.	M6	40	1	$1,305.51	$33,943.26
	445	OVERDUES COLLECT	Barva, A.	5	40	1	$669.60	$17,409.60
	446	CIR SHIFT LEADER	Guevara, R.	M2	40	1	$620.15	$16,123.90
	452	REG SPECIALIST	Brooks, E.	4	40	1	$711.18	$18,490.69
	452	REG SPECIALIST	Schobert, E.	4	40	1	$580.10	$15,082.50
	457	CIR SHIFT LEADER	Smith, D.D.	M2	40	1	$608.53	$15,821.71
	458	CIR SHIFT LEADER	Topp, G.	M2	30	0.75	$7.76	$12,098.56
	460	DESK ATTENDANT	Smith, Do.	4	33	0.825	$7.25	$12,444.47
	460	DESK ATTENDANT	Lyons, S.	4	25	0.625	$6.96	$9,051.64
	460	DESK ATTENDANT	Young, L.	4	20	0.5	$6.96	$7,241.31
	460	DESK ATTENDANT	Cato, M.	4	20	0.5	$7.25	$7,542.10
	460	DESK ATTENDANT	Mercik, P.	4	33	0.825	$6.96	$11,948.16
	460	DESK ATTENDANT	Riemke, B.	4	20	0.5	$7.25	$7,542.10
	460	DESK ATTENDANT	Hansen, A.	4	33	0.825	$7.25	$12,444.47
	460	DESK ATTENDANT	Porter, M.	4	20	0.5	$7.25	$7,540.00
	460	DESK ATTENDANT	Barker, T.	4	25	0.625	$7.11	$9,239.10
	460	DESK ATTENDANT	Bearman, M.	4	20	0.5	$6.96	$7,241.31
	460	DESK ATTENDANT	Miller, M.	4	20	0.5	$6.96	$7,241.31
	460	DESK ATTENDANT	Brady, M.	4	20	0.5	$6.96	$7,238.40
	460	DESK ATTENDANT		4	5	0.125	$6.91	$1,796.60
	469	TROUBLESHOOTER	Glover, S.	4	40	1	$557.39	$14,492.26
	469	TROUBLESHOOTER	Shaw, K.	4	40	1	$557.39	$14,492.26
	470	CHECK-IN CLERK	Daley, M.	2	20	0.5	$5.67	$5,891.60
	470	CHECK-IN CLERK	Smedberg, D.	2	20	0.5	$5.79	$6,020.14
	470	CHECK-IN CLERK	Toenges, S.	2	20	0.5	$5.79	$6,021.60
	470	CHECK-IN CLERK	Acierto, R.	2	20	0.5	$5.67	$5,891.60
OPERATIONS-B&B	100	BR OPRATNS MGR	Clegg, M.	M7	40	1	$1,812.80	$47,132.86
	101	BRANCH FLOATER		4	20	0.5	$6.91	$7,186.40
	102	BRANCH FLOATER	Grantham, H.	4	20	0.5	$6.96	$7,241.31
ABOITE	060	LG BR MGR	Hunt, S.	M6	40	1	$1,374.20	$35,729.20
	061	LG BR ASST MGR	Braden, M.	7	40	1	$1,030.00	$26,780.04
	062	LIBRARIAN II	Fisher, K.	7	40	1	$732.81	$19,053.17
	063	BR ASST/ CH SP	Burnard, C.	5	40	1	$642.40	$16,702.40
	064	LIBRARIAN I	Ford, J.	6	40	1	$689.60	$17,929.60
	065	BRANCH ASST	Huss, M.	4	20	0.5	$6.96	$7,241.31
	066	BRANCH ASST	Redd, S.	4	20	0.5	$6.96	$7,241.31
	067	BRANCH ASST	Wihebrink, D.	4	20	0.5	$7.25	$7,542.10
	068	BRANCH ASST		4	20	0.5	$6.91	$7,186.40
	071	BRANCH ASST		4	20	0.5	$6.91	$7,186.40
	070	BRANCH SHELVER	Hadi, N.	4	20	0.5	$5.67	$5,891.60
	069	BRANCH CLERK	Melton, J.	4	20	0.5	$7.25	$7,542.10
DUPONT	080	LG BR MGR	Waggoner, S.	M6	40	1	$1,323.00	$34,398.00
	081	LG BR ASST MGR	Sherwin, P.	7	40	1	$1,054.14	$27,407.64
	082	LIBRARIAN II	Beckwith, J.	7	40	1	$988.80	$25,708.89
	083	BR ASST/ CH SP	Caparaso, K.	5	40	1	$642.40	$16,702.40
	084	LIBRARIAN I		6	40	1	$683.20	$17,763.20
	085	BRANCH ASST	Ross, S.	4	20	0.5	$6.96	$7,241.31
	086	BRANCH ASST	Siegel, B.	4	20	0.5	$7.25	$7,542.10
	087	BRANCH ASST	Bietz, L.	4	20	0.5	$6.96	$7,241.31
	088	BRANCH ASST		4	20	0.5	$6.91	$7,186.40
	091	BRANCH ASST		4	20	0.5	$6.91	$7,186.40
	090	BRANCH ASST	Vakerics, L.	4	20	0.5	$7.25	$7,541.25
	089	BR SHELVER	Zelt, S.	2	20	0.5	$5.67	$5,891.60
GEORGETOWN	110	LG BR MGR	Witwer, K.	M6	40	1	$1,583.48	$41,170.48
	111	LIBRARIAN II	Temporary	7	40	1	$960.80	$24,980.80
	114	LG BR ASST MGR	Gordon, D.	7	40	1	$1,030.00	$26,780.00
	115	BR ASST/CH SP	Lauletta, J.	5	40	1	$669.60	$17,409.60
	116	BR ASST	Shrock, D.	4	40	1	$580.00	$15,080.00
	117	BR ASST	Voirol, M.	4	20	0.5	$7.25	$7,542.10
	119	BR ASST	Meehan, R.	4	32	0.8	$7.25	$12,067.37
	120	CLERK	Takle, E.	4	20	0.5	$7.25	$7,542.10
	121	BR ASST	Moll, A.	4	20	0.5	$7.25	$7,542.10
	122	BR ASST	Lyons, P.	4	28	0.7	$7.25	$10,558.95
	123	BR ASST	Fennell, G.	4	20	0.5	$7.35	$7,642.37
	124	BR ASST	Frecker, S.	4	24	0.6	$6.96	$8,689.57
	125	BR ASST	Brown, C.	4	20	0.5	$7.26	$7,553.25
	126	CLERK	Ferry, L.	4	24	0.6	$7.25	$9,050.53
HARLAN	130	HARLAN BR MGR	Tustison, B.	5	40	1	$935.52	$24,323.57
	131	BR ASST	Duwan, R.	4	20	0.5	$6.96	$7,241.31

HESSEN CASSEL	140	HC BR MGR	Holmstrom, H.	M6	40	1	$1,323.00	$34,398.00
	141	LG BR ASST MGR	Seim, R.	5	40	1	$669.60	$17,409.60
	142	BR ASST/CH SP	Monnier, S.	5	40	1	$669.60	$17,409.60
	143	BR ASST	Lambert, C.	4	25	0.625	$7.25	$9,427.63
	144	CLERK	Bynum, S.	4	20	0.5	$7.25	$7,542.10
	145	CLERK	Sprunger, J.	4	20	0.5	$7.25	$7,542.10
LITTLE TURTLE	150	LT BR MGR	Stier, R.	M6	40	1	$1,323.00	$34,398.00
	159	LG BR ASST MGR	Costich, L.	7	40	1	$988.80	$25,708.89
	153	BR ASST	Seifert, M.	4	40	1	$671.62	$17,462.15
	154	BR ASST/CH SP	Witwer, K.	5	40	1	$717.52	$18,655.57
	155	BR ASST	Tobin, S.	4	20	0.5	$7.53	$7,831.76
	156	BR ASST	Barrett, B.	4	36	0.9	$7.55	$14,137.27
	157	BR ASST	Eix, M.	4	20	0.5	$6.96	$7,241.31
	158	CLERK	Schreiber, T.	4	20	0.5	$7.25	$7,542.10
MONROEVILLE	170	MRNVLL BR MGR	Nicklaus, B.	7	40	1	$1,030.00	$26,780.00
	171	BR ASST	Wagner, J.	4	20	0.5	$8.58	$8,923.52
NEW HAVEN	180	NH BR MGR	Jeffrey, L.	M6	40	1	$1,323.00	$34,398.00
	181	LG BR ASST MGR	Wissman, R.	5	40	1	$747.88	$19,444.87
	183	BR ASST/CH SP	Hanefeld, R.	5	30	0.75	$8.37	$13,051.07
	184	CLERK	Evans, S.	4	20	0.5	$7.25	$7,542.10
	185	BR ASST	Alexander, K.	4	20	0.5	$7.25	$7,542.10
	186	BR ASST	McClurg, Sh.	4	12	0.3	$7.25	$4,525.26
PONTIAC	190	PONTIAC BR MGR	Ridley, C.	6	40	1	$904.15	$23,507.81
	191	BR ASST/CH SP	Cato, T.	5	40	1	$673.23	$17,503.92
SHAWNEE	200	SHAWNEE BR MGR	Lauer, K.	M6	40	1	$1,394.20	$36,249.20
	203	LG BR ASST MGR	Mertz, S.	5	40	1	$737.23	$19,168.03
	204	BR ASST	Stuckey, L.	4	40	1	$580.00	$15,080.00
	205	BR ASST	McKenna, A.	4	25	0.625	$7.70	$10,012.51
	206	SHELVER		2	20	0.5	$5.62	$5,844.80
	207	CLERK		4	20	0.5	$6.91	$7,186.40
	208	CLERK	Schible, T.	4	20	0.5	$7.25	$7,542.10
TECUMSEH	210	TECUMSEH BR MGR	Jones, P.	M6	40	1	$1,323.00	$34,398.00
	211	LG BR ASST MGR	Mustin, H.	5	40	1	$747.83	$19,443.48
	212	BR ASST/CH SP	Nolot, C.	5	32	0.8	$8.37	$13,921.14
	215	BR ASST	Weidman, C.	4	20	0.5	$7.25	$7,542.10
	213	BR ASST	Hart Redman, D.	4	20	0.5	$7.25	$7,542.10
	214	BR ASST	Crick, C.	4	20	0.5	$7.10	$7,386.14
WAYNEDALE	220	WAYNEDALE BR MGR	Fisher, Jr., D.	M6	40	1	$1,323.00	$34,398.00
	221	LG BR ASST MGR	Hoffman, P.	5	40	1	$699.89	$18,197.14
	222	BR ASST/CH SP	Stratton, A.	5	40	1	$669.60	$17,409.60
	226	BR ASST	Caldwell, S.	4	20	0.5	$7.25	$7,542.10
	223	BR ASST	Baker, P.	4	24	0.6	$7.58	$9,464.95
	224	BR ASST	Foland, N.	4	20	0.5	$7.25	$7,542.10
	225	SHELVER	Oyer, K.	2	10	0.25	$5.67	$2,945.80
	225	SHELVER	Harris, L.	2	10	0.25	$5.79	$3,010.80
WOODBURN	230	WOODBURN BR MGR	Wahl, G.	7	40	1	$960.80	$24,980.80
	231	BR ASST	Koenemann, S.	4	20	0.5	$7.25	$7,542.10
FINANCE OFFICE	240	FINANCIAL MGR.	Reitenour, E.	M7	40	1	$1,801.15	$46,829.90
	241	FINAN SVCS ASST	Sills, W.	5	40	1	$928.27	$24,135.01
	242	FINAN SVCS CLK	Holtzman, R.	4	40	1	$580.00	$15,080.00
PERSONNEL OFFICE	250	PERSONNEL MGR.	Holly, C.	M7	40	1	$1,812.80	$47,132.86
	251	PERSONNEL ASST	Dunahue, J.	7	40	1	$969.60	$25,209.60
	252	VOLUNTEER SVC MGI	Smith, K.	M5	40	1	$1,143.30	$29,725.86
	253	SECRTY/RECPT	McIntosh, J.	4	40	1	$607.69	$15,799.99
COMM. REL. OFFICE	260	COMM REL/ DEV MGR	Hackworth, C.	M7	40	1	$1,450.21	$37,705.46
	261	GRAPHIC ARTIST	Sanders, J.	6	40	1	$747.68	$19,439.58
	263	COMM RELTNS CLK		4	40	1	$552.80	$14,372.80
	264	COMM RELTNS ASST	Deitle, J.	6	40	1	$689.71	$17,932.42
PRINT SVCS.	265	PRINT SHOP MGR	Rust, D.	M4	40	1	$1,303.25	$33,884.61
	266	PR SHOP SUPERVSR	Dennis, C.	4	40	1	$680.89	$17,703.06
	267	PR SHOP ASST	Vice, B.	4	40	1	$607.54	$15,796.09
OPERATIONS-ML	270	ASSOCIATE DIR	Fortriede, S.	M8	40	1	$2,278.37	$59,237.55
	271	ADMIN ASST/OPRTN	Brown, G.	5	40	1	$636.80	$16,556.80
STORAGE	443	STORAGE SPVSR	Hart, D.	M4	40	1	$938.44	$24,399.32
	455	STRG SHIFT LEADER	Culbertson, C.	M1	40	1	$567.74	$14,761.14
	456	STRG SHIFT LEADER	Krajewski, Jr., N.	M1	40	1	$618.31	$16,075.99
	459	SHELVER	Helmke, G.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Bates, J.	2	20	0.5	$6.14	$6,383.50
	459	SHELVER	Abrams, M.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Golden, A.	2	20	0.5	$6.15	$6,394.64
	459	SHELVER	Bahls, B.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Estevez, H.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Favory, K.	2	20	0.5	$6.14	$6,383.50

	459	SHELVER	Maroney, N.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Creech, C.	2	20	0.5	$6.14	$6,383.50
	459	SHELVER	Harbosky, K.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Sholl, N.	2	20	0.5	$6.14	$6,383.50
	459	SHELVER	Lantz, D.	2	20	0.5	$6.14	$6,383.50
	459	SHELVER	Coon, R.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Reyes, L.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Mercik, D.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Lass, L.	2	20	0.5	$5.79	$6,021.60
	459	SHELVER-CS	Struemph, P.	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Muncey, D.	2	20	0.5	$6.15	$6,395.06
	459	SHELVER	Temporary	2	20	0.5	$5.67	$5,891.60
	459	SHELVER	Temporary	2	20	0.5	$5.62	$5,844.80
	459	SHELVER		2	8	0.2	$5.62	$2,337.92
ART, MUSIC AUDIO-VISUAL SERVICES	280	AMAV DEPT MGR	Brubaker, R.	M6	40	1	$1,323.00	$34,398.00
	281	AMAV ASST MGR	Cohen, J.	M5	40	1	$1,087.68	$28,279.68
	282	LIBRN II/CAT AMAV	Allen-Devine, A.	7	10	0.25	$257.50	$6,695.00
	283	LIBRN I	Pearson, S.	6	40	1	$716.22	$18,621.59
	284	LIBRARIAN I	Motsinger, G.	6	40	1	$920.16	$23,924.18
	285	AMAV CLERK	Webber, G.	4	28	0.7	$7.26	$10,574.54
	288	AMAV ASSISTANT	Wall, K.	4	25	0.625	$6.96	$9,051.64
	288	AMAV ASSISTANT	Knepper, R.	4	25	0.625	$7.25	$9,427.63
	288	AMAV ASSISTANT	Wall, L.	4	25	0.625	$6.96	$9,051.64
	288	AMAV ASSISTANT	Seabolt, J.	4	40	1	$580.00	$15,080.00
	290	AMAV CLERK		4	28	0.7	$6.91	$10,060.96
BUSINESS & TECHNOLOGY DEPARTMENT	300	B & T DEPT MGR	Goshorn, S.	M6	40	1	$1,323.00	$34,398.00
	301	LIBRN II - B&T	Murray, C.	7	40	1	$988.80	$25,708.89
	302	LIBRN II - B&T	Ivey, D.	7	40	1	$988.80	$25,708.89
	303	LIBRN II - B&T	McHenry, D.	7	40	1	$988.80	$25,708.89
	304	GOV DOCS ASST	Conklin, G.	5	40	1	$957.28	$24,889.22
	305	B&T ASST MGR	Mungovan, S.	M5	40	1	$1,143.30	$29,725.86
	306	B&T CLERK	Goss, B.	3	40	1	$536.00	$13,936.00
	307	LIBRN II - B&T	Nahrwold, C.	7	40	1	$1,030.00	$26,780.04
	312	LIBRN II - B&T	Mathews, C.	7	40	1	$1,030.00	$26,780.04
	314	B&T CLERK	Samaras, A.	3	20	0.5	$6.44	$6,500.00
CHILDREN'S SERVICES	320	CS MGR	Temporary	M6	40	1	$1,260.00	$32,760.00
	321	CS ASST MGR	Voors, M.	6	40	1	$891.93	$23,190.30
	322	LIBRN II - CS	Miller, S.	7	40	1	$988.80	$25,708.89
	323	CS ASST	Roembke, J.	5	40	1	$717.94	$18,666.43
	324	CS ASST	Logan, M.	5	20	0.5	$8.37	$8,700.71
	325	LIBRN I - CS	Slusser, K.	6	20	0.5	$8.79	$9,137.34
	330	CS ASST	Gabbard, C.	6	20	0.5	$344.80	$8,964.80
	326	CS ASST	Temporary	5	20	0.5	$7.96	$8,278.40
	328	CS ASST	Zehr, C.	5	20	0.5	$8.37	$8,700.71
	329	CLERK - CS	Oatman, J.	4	20	0.5	$7.25	$7,542.10
	327	PAGE - CS	Shively, D.	4	25	0.625	$6.96	$9,051.64
GENEALOGY DEPARTMENT	340	GC DEPT MGR	Witcher, C.	M6	40	1	$1,398.60	$36,363.60
	341	GC ASST MGR	Myers, S.	M5	40	1	$1,153.61	$29,993.79
	342	LIBRN II - GC	Beatty, J.	7	40	1	$1,039.58	$27,029.03
	343	LIBRN I - GC	Bourne, D.	6	40	1	$939.21	$24,419.38
	344	LIBRN II - GC	Slater-Putt, D.	7	40	1	$969.76	$25,213.64
	345	MICROTEXT ASSIST.	McCord, P.	5	40	1	$725.28	$18,857.21
	346	CLERK - GC	Browning, B.	4	40	1	$580.00	$15,080.00
	350	MICROTEXT ASSIST.	Chronister, G.	5	40	1	$655.08	$17,032.12
	347	PAGE - GC	Yonkman, J.	3	40	1	$515.00	$13,390.00
	348	PAGE - GC	Kolde, R.	3	20	0.5	$6.70	$6,962.80
	349	PAGE - GC	Brown, M.	3	20	0.5	$6.57	$6,829.11
	349	PAGE - GC	Freudenberg, K.	3	20	0.5	$6.57	$6,829.11
	349	PAGE - GC	Rigdon, J.	3	20	0.5	$6.70	$6,962.80
	349	PAGE - GC	Dougherty, T.	3	29	0.725	$6.70	$10,096.06
	349	PAGE - GC	Wolfcale, L.	3	40	1	$525.71	$13,668.51
READERS' SERVICES	360	RS DEPT MGR	Misner, J.	M6	40	1	$1,323.00	$34,398.00
	361	RS DPT ASST MGR	Birdseye, K.	M5	40	1	$1,153.61	$29,993.79
	362	LIBRN I - RS	Sorg, L.	6	24	0.6	$9.48	$11,826.05
	363	LIBRN II - RS	McCaffery, L.	7	40	1	$1,083.41	$28,168.70
	364	OUTREACH SPCLST	Ballard, P.	5	40	1	$889.13	$23,117.33
	365	LIBRN II	Chapman, L.	7	40	1	$1,040.71	$27,058.51
	366	LIBRN II - RS	Cecil, J.	7	40	1	$1,030.00	$26,780.04
	367	CLERK - TB	Allmandinger, M.	4	40	1	$736.86	$19,158.28
	368	LIBRN II - RS	Makris, B.	7	40	1	$1,054.85	$27,426.19
	369	LIBRN I - RS	Zilz, C.	6	40	1	$747.68	$19,439.58
	371	RESERVE COORD.	Buschur, S.	5	36	0.9	$8.37	$13,051.07
	372	RS RESERVES CLK	Hirschy, S.	3	40	1	$721.55	$18,760.29
	370	RECALL CLERK	Cushing, E.	2	20	0.5	$5.67	$5,891.60
	373	CLERK-RS	Howard, M.	3	20	0.5	$8.21	$8,533.61
	308	PERIOD. ATTD.	Didier, P.	4	20	0.5	$7.10	$7,386.14
	309	PERIOD. ATTD.	Young, R.	4	20	0.5	$7.34	$7,631.23
	310	PERIOD. ATTD.	MacDowell, K.	4	20	0.5	$6.96	$7,241.31
	313	TELEFAX OPERATOR	Marx, P.	2	20	0.5	$5.67	$5,891.60
	313	TELEFAX OPERATOR	Nolot, M.	2	20	0.5	$5.79	$6,020.14
	374	PERIOD. ASST.	Firestine, S.	5	40	1	$642.40	$16,702.40
	375	HELP DESK	Doak, J.	4	20	0.5	$6.96	$7,241.31
	376	HELP DESK	Gabbard, C.	4	20	0.5	$284.08	$7,386.19

	377	HELP DESK	Collins, M.B.	4	20	0.5	$6.96	$7,241.31
TELEVISION SERVICES	380	TV SVCS MGR	Hayes, R.	M6	40	1	$1,323.00	$34,398.00
	381	ASST MGR	Wise, C.	M4	40	1	$850.52	$22,113.57
	382	PUB ACC COORD	Mollberg, E.	6	40	1	$857.05	$22,283.19
	383	PROGRAM DIR	Manning, S.	5	40	1	$669.60	$17,409.60
	384	PRODTN ASST		4	40	1	$552.80	$14,372.80
YOUNG ADULT SERVICES	400	YAS MGR	Henning, B.	M6	40	1	$1,378.85	$35,850.10
	401	YAS ASST MGR	Temporary	M5	40	1	$1,025.60	$26,665.60
	402	LIBRN I - YAS	Collis, E.	6	40	1	$916.59	$23,831.44
	403	LIBRN I - YAS	Zych, P.	6	40	1	$757.87	$19,704.72
	404	LIBRN I - YAS	Murray, Su.	6	20	0.5	$8.96	$9,313.44
	405	CLERK - YAS	Hadi, F.	3	20	0.5	$6.70	$6,962.80
PROPERTIES	430	PROPERTY MGR.	Johnson, E.	M7	40	1	$1,715.34	$44,598.88
	431	PURCHSG AGENT	Andrews, S.	5	40	1	$918.51	$23,881.29
	432	PROPERTIES CLERK	Connin, M.	4	40	1	$584.15	$15,187.82
	433	PROPERTIES ASST.	Bock, N.	M4	40	1	$887.86	$23,084.47
HOUSEKEEPING SERVICES	470	HSKP SVC MGR	Dawkins, D.	M4	40	1	$975.98	$25,375.51
	471	HSKP SUPERVISOR	Essex, K.	M3	40	1	$655.50	$17,042.98
	472	HSKP SUPERVISOR	Woods, L.	M3	40	1	$655.50	$17,042.98
	473	THIRD SHIFT HKPR	Kelsaw, K.	2	40	1	$504.00	$13,104.00
	474	THIRD SHIFT HKPR	Blocher, L.	2	40	1	$526.39	$13,686.08
	477	THIRD SHIFT HKPR	Harrow, M.	2	40	1	$594.84	$15,465.77
	478	THIRD SHIFT HKPR	O'Brien, T.	2	25	0.625	$6.14	$7,980.44
	478	THIRD SHIFT HKPR	Baker, N.	2	10	0.25	$6.30	$3,275.30
	478	THIRD SHIFT HKPR		2	20	0.5	$6.09	$6,333.60
	478	THIRD SHIFT HKPR	Jacquay, A.	2	18	0.45	$6.86	$6,416.92
	478	THIRD SHIFT HKPR	Jeffery, D.	2	10	0.25	$7.07	$3,676.36
	478	THIRD SHIFT HKPR	Buroff, L.	2	40	1	$504.00	$13,104.00
	478	THIRD SHIFT HKPR	Moore, B.	2	17	0.425	$6.61	$5,842.62
	478	THIRD SHIFT HKPR	Shatzer, T.	2	40	1	$504.00	$13,104.00
	478	THIRD SHIFT HKPR	Kelley, S.	2	27	0.675	$6.14	$8,618.88
	478	THIRD SHIFT HKPR	Jackson, K.	2	40	1	$504.00	$13,104.00
	478	THIRD SHIFT HKPR		2	16	0.4	$6.09	$5,066.88
	480	FIRST SHIFT HKPR	Taylor, T.	3	40	1	$534.55	$13,898.31
	481	THIRD SHIFT HKPR	Hummel, B.	2	40	1	$526.39	$13,686.08
	473	THIRD SHIFT HKPR	Holtzman, C.	2	40	1	$491.24	$12,772.19
MAINTENANCE SERVICES	500	BUILDING ENGINEER	Crick, D.	M5	40	1	$1,054.72	$27,422.85
	501	MAINTENANCE TECH	Miller, E.	4	40	1	$707.54	$18,395.99
	502	MAINTENANCE TECH	Easley, D.	4	40	1	$735.00	$19,110.10
	504	MAINTENANCE TECH	Hemsoth, R.	4	40	1	$735.00	$19,110.10
	503	MAINTENANCE TECH	Vardaman, D.	4	40	1	$754.38	$19,613.93
SECURITY SERVICES	523	SEC OFFICER	Linnemeyer, D.	3	40	1	$920.00	$23,920.00
	521	SWITCHBOARD OPR	Long, A.	4	40	1	$580.00	$15,080.00
	522	SWITCHBOARD OPR	Patterson, A.	4	24	0.6	$7.25	$9,050.53
	523	SEC OFFICER	Adams, M.	3	25	0.625	$6.57	$8,536.39
	523	SEC OFFICER	Wagner, B.	3	20	0.5	$6.38	$6,635.20
	523	SEC OFFICER	Vice, M.	3	20	0.5	$6.44	$6,695.00
	523	SEC OFFICER	Blume, S.	3	40	1	$525.60	$13,665.60
	523	SEC OFFICER	Wendlandt, C.	3	20	0.5	$6.70	$6,962.80
	524	SEC LD OFFICER		4	40	1	$552.80	$14,372.80
	523	SEC OFFICER		3	25	0.5	$6.38	$8,294.00
	523	SEC OFFICER		3	16.5	0.413	$6.38	$5,474.04
	523	SEC OFFICER	Ade, S.	3	40	1	$536.00	$13,936.00
	523	SEC OFFICER	Dreiband, D.	3	40	1	$525.60	$13,665.60
	523	SEC OFFICER	Smith, K.	3	40	1	$525.60	$13,665.60
	523	SEC OFFICER		3	40	1	$510.40	$13,270.40
	523	SEC OFFICER		3	20	0.5	$6.38	$6,635.20
	444	MAIL CLERK	Hibler, M.	3	40	1	$536.00	$13,936.00
	454	COURIER	Brown, T.	3	40	1	$515.00	$13,390.00
TECHNICAL SVC	540	TECH SVC MGR	Hartzell, J.	M7	40	1	$1,830.40	$47,590.40
CATALOGING SERVICES	541	CATALOGING MGR	Johnson, N.	M6	40	1	$1,304.43	$33,915.18
		CATALOGER	Allen-Devine, A.	5	30	0.75	$772.50	$20,085.00
	542	CATALOGER	Reardon, A.	5	40	1	$1,030.00	$26,780.04
	543	CATALOGER	Williams, H.	5	20	0.5	$13.36	$13,892.18
	544	CATALOGER	Brooks, E.	5	30	0.75	$12.88	$20,085.00
	545	CATALOGER	DeVault, M.	5	40	1	$1,083.41	$28,168.70
	546	PARA-CATALOGER	Murphy, B.	5	23.5	0.58	$8.79	$10,746.94
ACQUISITION SERVICES	550	ACQUIS MGR	Druehl, S.	M6	40	1	$1,344.00	$34,944.00
	551	ACQUIS ASST MGR	Rigdon, S.	M4	40	1	$929.13	$24,157.30
	552	ACQUIS ASST	Gengo, K.	4	40	1	$580.00	$15,080.00
	553	ACQUIS ASST	Eisenmann, J.	4	40	1	$632.69	$16,450.03
	554	ACQUIS ASST	Lewis, M.	4	40	1	$571.97	$14,871.20
	555	ACQUIS ASST	Pfeiffer, S.	4	40	1	$580.00	$15,080.00
	556	ACQUIS ASST	Treece, M.	4	40	1	$580.00	$15,080.00
	557	ACQUIS ASST	Williams, C.	4	40	1	$609.16	$15,838.14
PROCESSING SERVICES	560	PROCESSING MGR	Patten, D.	M5	40	1	$1,194.81	$31,064.95
	561	DATABASE CLERK	Peterson, R.	4	40	1	$606.36	$15,765.36
	562	DATABASE CLERK	Boshler, J.	4	40	1	$705.22	$18,335.72

	563	DATABASE CLERK	Frederick, J.	4	40	1	$626.81	$16,297.06
	564	DATABASE CLERK	Alberding, L.	4	40	1	$556.80	$14,476.80
	565	DATABASE CLERK	Kenagy, W.	4	40	1	$660.91	$17,183.66
	566	DATABASE CLERK	Timinsky, V.	4	40	1	$663.07	$17,239.82
	567	DATABASE CLERK	Cain, J.	4	32	0.8	$6.96	$11,581.44
	568	DATABASE CLERK	Swank, G.	4	28	0.7	$8.05	$11,720.80
	569	TECH SVC CLERK	Bandelier, D.	1	40	1	$609.83	$15,855.69
	570	TECH SVC CLERK	Bender, R.	1	40	1	$602.66	$15,669.09
	571	DATABASE CLERK	Bischoff, J.	4	40	1	$556.80	$14,476.80
	572	TECH SVC CLERK		1	40	1	$408.80	$10,628.80
	573	DATABASE CLERK	Smith, M.	4	40	1	$556.80	$14,476.80
	573	DATABASE CLERK	Aldrete, I.	4	23	0.5	$6.96	$8,324.16
	573	DATABASE CLERK		4	5	0.5	$6.38	$1,658.80
	573	DATABASE CLERK	Pressler, K.	4	20	0.5	$6.96	$7,238.40
	573	DATABASE CLERK		4	20	0.5	$6.38	$6,635.20
	573	DATABASE CLERK	Wells, A.	4	20	0.5	$6.96	$7,238.40
	573	DATABASE CLERK	Ellerbrock, B.	4	23	0.5	$6.96	$8,324.16
	573	DATABASE CLERK	Peifer, F.	4	23	0.5	$6.96	$8,324.16
	573	DATABASE CLERK	Bickel, M.	4	23	0.5	$6.96	$8,324.16
	573	DATABASE CLERK	Weaver, S.	4	23	0.5	$6.96	$8,324.16
	574	PRESERV TECH	Schipper, R.	5	40	1	$642.40	$16,702.40
OPERATIONS	580	BIBLIOGRAPHER	Seagly, R.	8	40	1	$1,563.20	$40,643.20
ML - B&B	581	INTERDEPT LIBRN	Miller, S.	6	40	1	$702.88	$18,274.84
	582	B&T SPECIALIST	Dickmeyer, J.	8	40	1	$1,371.20	$35,651.20
	583	SUPPLEMENTAL LIB		7	40	1	$960.37	$24,969.62
	584	CHILDREN'S COORD	Harvey, S.	8	40	1	$1,730.77	$45,000.02
	601	SUMMER STAFF						
	602	TEMPORARY STAFF/ACPL						
		LSCA						
		TOTALS			10476	261.768		$5,362,808.17

AGENCY TOTALS:

	HOURS	FTE	WAGES	WAGES/ BENEFITS
ADMIN.SVCS.	80	2.00	101,571.67	114,674.42
SYSTEMS	160	4.00	103,267.26	115,821.60
CIRCULATION	724	18.10	290,290.68	322,457.61
OPERATIONS - B&B	2612	65.30	1,348,845.00	1,502,585.57
ABOITE BR.	340	8.50	166,025.64	184,245.84
DUPONT BR.	340	8.50	171,810.50	190,748.06
GEORGETOWN BR.	408	10.20	203,609.22	226,165.89
HARLAN BR.	60	1.50	31,564.88	35,256.58
HESSEN CASSEL BR.	185	4.63	93,729.04	104,533.22
LITTLE TURTLE BR.	256	6.40	132,977.04	148,943.79
MONROEVILLE BR.	60	1.50	35,703.52	39,840.79
NEW HAVEN	162	4.05	86,503.42	96,632.86
PONTIAC	80	2.00	41,011.73	46,302.24
SHAWNEE	205	5.13	101,083.04	112,517.00
TECUMSEH	172	4.30	90,232.97	100,693.33
WAYNEDALE BR.	194	4.85	100,510.50	111,874.80
WOODBURN BR.	60	1.50	32,522.90	36,322.40
FINANCIAL SVCS.	120	3.00	86,044.91	97,144.71
PERSONNEL SVCS.	120	3.00	88,142.45	99,512.83
VOLUNTEER SVCS.	40	1.00	29,725.86	33,560.50
COMM. RELATIONS	160	4.00	89,450.26	100,989.35
PRINT SVCS.	120	3.00	67,383.75	76,076.25
OPERATIONS - ML	3243	81.08	1,688,729.06	1,887,294.23
STORAGE	528	13.20	178,955.54	195,545.56
AMAV SVCS.	341	8.53	175,164.87	195,232.40
B & T DEPT.	380	9.50	240,135.83	270,772.10
CHILDREN'S SVCS.	305	7.63	160,701.33	178,345.65
GENEALOGY DEPT.	509	12.73	258,727.17	290,124.78
READERS' SVCS.	700	17.50	366,344.69	409,606.37
TELEVISION SVCS.	200	5.00	110,577.16	124,841.62
Y.A.S.	200	5.00	122,328.10	137,253.92
PROPERTIES	1553.5	38.71	646,187.47	724,007.21
TECHNICAL SERVICES	1343.5	33.58	658,630.90	738,304.83
CATALOGING	223.5	5.58	153,673.05	172,203.32
ACQUISITIONS	320	8.00	151,500.67	171,044.26
PROCESSING SVCS.	760	19.00	305,866.78	341,327.70
INTERDIVISIONAL	200	5.00	164,538.88	185,764.40
			5,362,808.17	5,998,193.50

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1992	)	
	)	
RESOLUTION TO REQUEST AN ADVANCE ON TAX	)	No. 1992-34
MONEY COLLECTED FOR DISTRIBUTION TO THE	)	
ALLEN COUNTY PUBLIC LIBRARY.	)	

WHEREAS, IC 5-12-1-5 gives municipal corporations the power to request an advance on tax money collected for distribution to the various units within the county,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that a request is hereby to be made to the Auditor and Treasurer of Allen County for an advance on tax money collected for distribution to the Allen County Public Library.

Adopted this 30th day of December, 1992.

C Shirley Gordanier
President

Mary Bechinger
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1992)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1992-35
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2202 Vehicle Fuel.....	1,000.00
3201 Telephone Service.....	5,000.00
3202 Postage & Shipping.....	4,000.00
3204 Recruiting.....	1,000.00
3603 Landscaping.....	1,000.00
3901 Dues & Memberships.....	200.00
3906 Computer Services.....	14,800.00
4401 Furniture & Equipment.....	36,000.00
4403 Computer Equipment.....	6,000.00
Total.....	$69,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2203 Heating Oil.....	$ 2,000.00
2205 Library Materials Supplies.....	3,000.00
2211 Other Operating Supplies.....	15,000.00
2302 Repair Parts.....	2,000.00
3206 Travel & Training.....	3,000.00
3302 Outside Vendor Printing.....	1,000.00
3401 Insurance.....	3,000.00
3602 HVAC Service.....	3,000.00
3604 Computer Maintenance.....	5,000.00
4407 Vehicles.....	13,000.00
4520 Periodicals.....	19,000.00
Total.....	$69,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of December 1992, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
C. Shirley Anderson	
[illegible]	
Mary Kochenberger	
Charles E. [illegible]	

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